

Ryan Stevens, Place 1
Tomas Mendoza, Place 2
Steven Teschke, Place 3



James Castle, Place 4
Daniel Dennis, Place 5
Shelby St. Claire, Mayor Pro Tem, Place 6

James Clark, Mayor
CITY OF JUSTIN
CITY COUNCIL AGENDA
JUNE 26, 2025
415 N. COLLEGE AVE.
5:30 PM

A) CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *“Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible”*

B) EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

1. Under Section 551.071, to conduct a private consultation with the City Attorney regarding:
 - Trafford Terrace Developers Agreement
 - Justin Crossing Developers Agreement
2. Under Section 551.087 the City Council may convene in an executive session to discuss or deliberate regarding commercial or financial information that the City of Justin has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described below.
 - Treeline Development
 - Dream Complex Developers Agreement
 - Cobblestone Agreement
3. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property located north of Wilkerson Lane and Boss Range Road, south of Timberbrook Parkway and FM 156, east of Timberbrook Parkway and FM 407, and west of FM 156.
4. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property related to Water Infrastructure

C) TAKE ANY ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION ITEM(S)

D) UPCOMING MEETINGS AND EVENTS

1. The following is a list of upcoming meetings and events:
 - July 4, 2025, Independence Day Holiday (City Offices Closed)
 - July 7, 2025, Municipal Court @ 5 p.m.
 - July 8 & 9th City Council Orientation (all day)
 - July 10, 2025, City Council meeting @ 5:30 p.m.
 - July 15, 2025, Planning & Zoning Commission meeting @ 6:30 p.m.
 - July 17, 2025, Economic/Community Development Corporation meeting @ 5:30 p.m.
 - Justin Fun Day Recap

E) CEREMONIAL ITEM(S)

1. Recognition of City Staff Member Achievement
2. Recognition of Atmos Energy, Inc. for a donation to the Justin Volunteer Fire Department

F) WORKSHOP ITEM(S)

1. Discussion regarding the creation of a Youth Advisory Committee
2. Discussion regarding Community Park Facilities
3. Discussion regarding Tarp Covers for the Ball Fields
4. Discussion regarding the establishment of Justin Day of History
5. Discussion regarding amendments to the Vehicle Parking Ordinance
6. Discussion regarding Old Town Planning Action Committee

G) PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens with the opportunity to speak, the mayor may impose a three-minute time limitation for each citizen to speak with a seasonal limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic. The Texas Open Meetings Act prohibits the City Council from discussing issues which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

H) CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration.

1. Consider approving City Council minutes dated May 22, 2025; and take appropriate action
2. Consider adopting Ordinance 807-25, first reading approving budget amendments to the Economic Development Corporation (Type A) and Community Development Corporation (Type

B) Boards; and take appropriate action

3. Consider approving Ordinance 806-25, second and final reading, for a Specific Use Permit for Grapes to Wine Plus, a Wine/Bourbon Bar use located at 112 W 4th Street; and take appropriate action
4. Consider approving Resolution 764-25 authorizing authorizing the City Manager or designee to negotiate and execute a professional services agreement with Ross Inspections for Building Inspections and Plan Reviews; and take appropriate action
5. Consider approving Resolution 765-25 authorizing the City Manager or designee to negotiate and execute a professional services agreement with Instant Inspector for Health Inspections; and take appropriate action
6. Consider adopting Ordinance 810-25, first reading, amending the City Limit boundaries to de-annex approximately 1.56 acres legally described as Range Hill Addition, Lot 3, Block 1; and take appropriate action

I) ITEMS PULLED FROM CONSENT AGENDA

J) ACTION ITEMS

1. Consider approving Resolution 763-25 approving Construction Plans for Peterson Park; and take appropriate action
2. Consider approving Resolution 766-25 appointing a DENCO Area 9-1-1 Board of Managers; and take appropriate action

K) FUTURE AGENDA ITEMS

L) ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Avenue, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this _____ by _____ p.m., at least 72 hours preceding the scheduled meeting time.

Amy Piukana

Amy Piukana, TRMC, City Secretary



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 4. (WORKSHOP ITEM(S))

Title: Discussion regarding the establishment of Justin Day of History

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

No action, discussion item only.

Background:

This item was requested by Mayor Pro Tem Shelby St. Claire for discussion. Chris Young, GIS Technician for the City of Justin and Jeremy Hill (Justin Journal) worked together on research of some historically significant dates.

Historically significant dates:

- **January 1st, 1887 (New Years Day):** According to the research by Jeremy, this is when the newly completed train station offices officially opened and the very first train stopped in town. It marked the beginning of an era that drew many of the town's first residents away from old Elizabethtown near present-day Roanoke to build homes, businesses, and farms here. Without the railroad, it is unlikely that a full-fledged town would have ever formed in this spot.
 - **May 5th, 1887:** This was the date of the original town plat's signing and filing with Denton County. This allowed for the public sale of lots a month later. Currently, this also appears to be the first official record with the correct spelling of the town's name on it. When the first postmaster was sworn in on January 25th of the same year, a clerical error landed us with the name, "Justine" until it was later corrected.
 - **October 4th, 1887:** John W. Berry is sworn in for the second time as the postmaster of "Justin" (*the first was on May 2nd, just before the plat was signed, but the town's name was still misspelled*). This finally and officially corrected the town's name. The establishment of a post office was often how early towns and settlements "got on the map" and registered with the state. So, for many purposes, this marked the date that Justin was officially "Justin."
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City Attorney Review: No

Attachments:

None



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 6. (WORKSHOP ITEM(S))

Title: Discussion regarding Old Town Planning Action Committee

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

No action is recommended.

Background:

The City is requesting that City Councilmembers submit nominations for the **Old Town Plan Action Committee** by email to City Staff.

The current recommendation is for the committee to consist of six (6) members, ideally representing a cross-section of leadership from various City bodies. Specifically, the proposed composition includes:

- One representative from the **Parks and Recreation Advisory Board**
- One representative from the **Planning and Zoning Commission**
- One representative from the **Economic Development/Community Development Corporation (EDC/CDC)**
- One representative from **City Council**
- **Two at-large appointments** at the discretion of City Council

This structure ensures broad representation while allowing flexibility to include residents, or other stakeholders with a vested interest in the revitalization of Old Town.

For reference, in 2023 the City established a Comprehensive Plan Action Committee made up of four members to help guide and refine recommendations submitted to Council during the finalization of that plan. This model proved to be an effective way to incorporate both community feedback and technical insight into the planning process.

Similarly, the Old Town Plan Action Committee will serve as an advisory group to assist City Council

by reviewing concepts, providing input, and helping to shape recommendations specific to the Old Town and downtown core. The committee will act as a sounding board throughout the planning process to ensure alignment with community values and long-term goals.

Staff will bring back a compiled list for consideration on July 10th for the official appointment of this committee.

City Attorney Review: No

Attachments:

None



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (CONSENT AGENDA)

Title: Consider approving City Council minutes dated May 22, 2025; and take appropriate action

Department: Administration

Contact: Amy Piukana, City Secretary

Recommendation:

City Staff recommends that the City Council approve the minutes.

Background:

The City Council shall, by City Charter, review and approve minutes at the next City Council meeting. The City Secretary shall keep records of these permanent files in the City Secretary's Office as an official record.

City Attorney Review: No

Attachments:

1. CCM 5.22.25 Draft

Alyssa Linenkugel, Place 1
Tomas Mendoza, Place 2
John Mounce, Place 3



James Castle, Place 4
Daniel Dennis, Place 5
Shelby St. Claire, Mayor Pro Tem, Place 6

James Clark, Mayor

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin City Council Regular Session Meeting - May 22, 2025

A) CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: ***"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"***

Present

Mayor James Clark, Mayor Pro Tem Shelby St. Claire, Council Member Alyssa Linenkugel, Council Member Ryan Stevens, Council Member John Mounce, Council Member Steven Teschke, Council Member Tomas Mendoza, Council Member James Castle, Council Member Daniel Dennis

City Staff: City Manager Jarrod Greenwood, Assistant to City Manager Abbey Reece, City Secretary Amy Piukana, Director of Development and Economic Development Services Matthew Cyr, and City Attorney Matthew Boyle

With a quorum of members present, Mayor Clark called the meeting to order at 5:30 p.m.

Pastor Joel Maldonado of Gateway Church led the invocation. Mayor Clark led the Pledge of Allegiance and Pledge to the Texas Flag.

B) PROCLAMATION(S)

1. Presentation of a Proclamation declaring the Month of May as Motorcycle Safety and Awareness Month

Mayor Clark provided a proclamation declaring the month of May as Motorcycle Safety Awareness Month.

C) EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

City Attorney Matthew Boyle announced the City Council would recess into closed executive session at 5:36 p.m.

1. Under Section 551.071, to conduct a private consultation with the City Attorney regarding:
 - Trafford Terrace Developers Agreement
 - Justin Crossing Developers Agreement
2. Under Section 551.087 the City Council may convene in an executive session to discuss or deliberate regarding commercial or financial information that the City of Justin has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described below.
 - Treeline Development
 - Dream Complex Developers Agreement
 - Cobblestone Agreement
3. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property located north of Wilkerson Lane and Boss Range Road, south of Timberbrook Parkway and FM 156, east of Timberbrook Parkway and FM 407, and west of FM 156.
4. Under Section 551.072, to deliberate regarding the purchase, exchange, lease, or sale of real property related to Water Infrastructure
5. Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. (City Attorney)

D) TAKE ANY ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION ITEM(S)

The City Attorney Matthew Boyle announced no action was taken as a result of closed session. Mayor Clark called the meeting back into regular session at 6:33 p.m.

E) UPCOMING MEETINGS AND EVENTS

The Communications Manager, Krystal Gonzalez Haynes, provided upcoming meetings and event updates.

1. The following is a list of upcoming meetings and events:
 - May 26, 2025, Memorial Day Holiday (City Offices Closed)
 - May 30, 2025, Summer Reading Program Kickoff Event 10 a.m. to 2 p.m.
 - June 2, 2025 Municipal Court @ 5 p.m.
 - June 6, 2025, Staff Development Day (City Offices Closed 11 a.m. to 5 p.m)
 - June 17, 2025, Planning and Zoning Commission Meeting @ 6:30 p.m.
 - June 19, 2025, Juneteenth Holiday (City Offices Closed)
 - June 26, 2025, City Council Meeting @ 5:30 p.m.
 - July 4, 2025, Independence Day Holiday (City Offices Closed)

- July 8 & 9th City Council Orientation (all day)
- July 10, 2025, City Council Meeting @ 5:30 p.m.

F) REPORT(S)

1. Receive a Resident Survey Report

The Assistant City Manager, Abbey Reece, introduced Mr. Ron Gailey, who briefed the City Council regarding resident survey reports.

The City Council discussed the number of participants, demographics, outreach efforts, and newsletter distributions.

Ms. Reece announced that a business survey is coming soon, which will allow feedback from Justin's businesses.

2. Receive an Update on the Give A Drip Program

The Utility Billing Manager, Rich Selmi, and Upper Trinity Regional Water District Education Coordinator, Blake Alldredge, and Public Works Administrative Assistant Kira Sedivy briefed the City Council regarding the Give A Drip program.

The City Council discussed growth, future water needs, and education and communication efforts for compliance instead of utilizing enforcement.

G) PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens with the opportunity to speak, the mayor may impose a three-minute time limitation for each citizen to speak with a seasonal limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic. The Texas Open Meetings Act prohibits the City Council from discussing issues which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

There were no comments provided.

H) CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration.

A motion was made by Mayor Pro Tem St. Claire to approve Consent Items H.1 through H.5, as presented. The Motion was seconded by Council Member Mendoza. The motion was approved unanimously.

1. Consider approving City Council minutes dated May 8, 2025 and May 13, 2025; and take appropriate action.
2. Consider approving Resolution 752-25 adopting a Strategic Communications Plan; and take appropriate action.

3. Consider approving Resolution 759-25 authorizing the City Manager to execute Interlocal Cooperation Agreements with Denton County Tax Office for Tax Collections; and take appropriate action.
4. Consider adopting Ordinance 803-25, second reading, to rezone Cuesta development from Residential Estate Single Family (SF-RE) to Planned Development- Single-Family Residential-Medium (PD-SF-2) legally described as a tract of land totaling approximately 537.18 acres, located within the following survey abstracts in Denton County, Texas: A1125A W.D. Reed, Tr 7, 53.76 Acres, Old DCAD Tr #3, A0419A W.A. Ferris, Tr 7, 39.044 Acres, Old DCAD Tr 5, A0419A W.A. Ferris, Tr 8, 52.208 Acres, Old DCAD Tr 6, A0993A Mary Polk, Tr 42, 219.812 Acres, Old DCAD SHT 1, Tr #6, A0993A Mary Polk, Tr 39A & 41A, 158.80 Acres, Range Hill Addn Blk 1 Lot Range Hill Rd 1.81 Acres, A0419A W.A. Ferris, Tr 9, 11.0541 Acres, Old DCAD Tr 7A(1); and take appropriate action.
5. Consider adopting Ordinance 804-25(A), second reading, to amend the Unified Development Code establishing the Old Town Area as a Historical Preservation District with the boundaries set as the area within the boundaries as follows: Beginning on the northwest corner of block 2, lot 12 Hardeman Ranch Estates following the property lines east to Creek Hillway, continuing east following the north property line A1127A ROBERTS, TR 2B, 6.704 ACRES ROBERT ABSTRTRACT, proceeding east on the property north property line of A1127A ROBERTS, TR 2A(2), proceeding east to FM 156, proceeding South on proceeding South on N FM 156 to West 1st Street, proceeding West on West 1st Street to Leuty Street, proceeding north on Leuty Street to West 7th Street, proceeding East on West 7th Street to the western property line of A1358A WILSON, TR 12 proceeding North to the beginning point. ; and take appropriate action.

I) ITEMS PULLED FROM CONSENT AGENDA

There were no items pulled from the Consent Agenda.

J) PUBLIC HEARING(S)

1. Conduct a Public Hearing and Consider adopting Ordinance 802-25, second reading, approving a Strategic Services Agreement with Traditions Municipal District No. 2C; and take appropriate action.

Director of Development Services Matthew Cyr briefed the City Council regarding this item.

Mayor Clark opened the public hearing.

Mr. Tom Cronberger, 806 12th Street, Justin, Texas, had questions regarding similar negotiations with other MUD developments.

After the discussion, a motion was made by Council Member Dennis to approve 802-25, as presented. The motion was seconded by Council Member Mounce. Motion approved unanimously.

2. Conduct a Public Hearing and consider approving Ordinance 806-25, first reading, for a Specific Use Permit for Grapes to Wine+, a Wine/Bourbon Bar use located at 112 W 4th Street; and take appropriate action.

Director of Development Services Matthew Cyr briefed the City Council regarding this item.

The applicant, Mr. Adams and his wife briefed the City Council about their relocation to Justin and reviewed the business plans, hours of operation, and expressed their desire to partner with the Justin Police Department.

The City Council discussed the use, operation hours, parking, seating area plan, and the timeframe to open.

Mayor Clark opened the public hearing. There were no comments provided. Mayor Clark closed the public hearing.

A motion was made by Council Member Mounce to approve Ordinance 806-25, as presented. Motion seconded by Council Member Linenkugel. Motion approved unanimously.

K) ACTION ITEM(S)

1. Consider approving Resolution 760-25 authorizing the City Manager or designee to negotiate and execute a lease agreement with Grapes to Wine+; and take appropriate action.

Director of Development Services Matt Cyr briefed the City Council regarding this item.

After discussion, a motion was made by Council Member Mounce to approve Resolution 760-25, as presented. The motion was seconded by Mayor Pro Tem St. Claire. The motion was approved unanimously.

2. Consider approving Resolution 758-25 for Architectural Services with FGM Architects in the amount of \$148,415 related to the renovation of City Hall, Joe Merle Morris Community Center, Police Department, Council Chambers, and the design of a New Gymnasium; and take appropriate action.

The City Manager Jarrod Greenwood and Mr. Charlie Kearns with FGMA Architects briefed the City Council regarding this item.

Council Member Castle expressed his support for renovation efforts to the existing gym and City Hall, noting this is the only affordable option.

Mr. Kearns provided an overview of the proposed renovation plan of the City Hall complex, including the gym.

Council Member Mendoza asked Mr. Kearns to identify the existing issues with the current City Hall building. Mr. Kearns noted that the existing building has drainage and flooding issues, the building is not ADA-compliant, no HVAC in the gymnasium, and the building has no fire sprinkler system. He further stated that the building has electrical issues.

After discussion, a motion was made by Council Member Castle to approve Resolution 758-25, as presented. Motion seconded by Council Member Mounce. The motion was approved unanimously.

3. Consider approving Resolution 761-25 appointing an alternate member to the Parks and Recreation Board; and take appropriate action.

Director of Public Works Josh Little briefed the City Council regarding this item.

A motion was made by Council Member Mounce to approve Resolution 761-25, as presented. Motion seconded by Council Member Castle. Motion approved unanimously.

L) CEREMONIAL ITEM(S)

1. Presentation to outgoing City Council Members in recognition of their years of service

Mayor Clark presented outgoing City Council Member Alyssa Linenkugel and Council Member Mounce a token of appreciation for their years of service.

2. Conduct Oaths of Office for newly Elected Officials

The City Secretary Amy Piukana provided the oath of office to Ryan Stevens, Place 1, Tomas Mendoza, Place 2, Steven Teschke, Place 3. Mayor Clark presented certificates of election to the newly elected Council Members.

3. Consider and take action to appoint a Mayor Pro Tem

Mayor Clark briefed the City Council regarding this item.

Council Member Mendoza nominated James Castle as Mayor Pro Tem. Council Member Castle accepted the nomination. A motion was made by Council Member Mendoza to appoint James Castle as Mayor Pro Tem. *The motion failed due to a lack of a second.*

Council Member Castle nominated Shelby St. Claire as Mayor Pro Tem. Council Member St. Claire accepted the nomination. A motion was made by Council Member Stevens to appoint Shelby St. Claire as Mayor Pro Tem. The motion was seconded by Council Member Dennis.

The motion prevailed by the following vote:

Support: *Stevens, Teschke, Castle, Clark, St. Claire*

Opposed: *Mendoza*

M) FUTURE AGENDA ITEMS

Mayor Clark reviewed the process to add future agenda items.

Council Member Mendoza submitted a request to consider the implementation of a Hotel Tax item to be considered as a future agenda item.

City Manager Jarrod Greenwood noted that this item has already been scheduled for discussion in July, therefore, it's not necessary for City Council action.

N) ADJOURN

There being no further business, the Mayor adjourned the meeting at 9:03 p.m.

James Clark, Mayor

Amy Piukana

Amy Piukana, TRMC, City Secretary

Seal:



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (CONSENT AGENDA)

Title: Consider adopting Ordinance 807-25, first reading approving budget amendments to the Economic Development Corporation (Type A) and Community Development Corporation (Type B) Boards; and take appropriate action

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development, Abbey Reece

Recommendation:

Approve the Ordinance amending the EDC/CDC Budgets.

Background:

Background:

Staff have provided information for the following items to be considered in the EDC/CDC Budget Amendment. **The proposed amendment includes reductions of other line items to where this is no fiscal impact this year.**

1. A full-time staff position (Economic Development Coordinator) for a max cost of \$39,451.84 for the rest of the year. (max cost of \$109,871.52 annually including benefits and hardware/software costs)
2. Proposed Contract for Retail Coach for \$15,000 for the rest of the year. (max cost of \$36,000 annually)

Reduce Incentive expenditures to offset costs for the remaining year.

3. Brokerage Fee of \$15,844.95 for 112 W 4th Street. The cost of this is recouped during the lease term, and therefore the tenant is essentially paying for this over the life of the lease.

Total this year: \$70,296.79

Total recurring: \$145,871.52

Fiscal Situation: Staff have reviewed historical cash flow trends and analyzed current-year performance in conjunction with five-year projections based on anticipated development. The EDC/CDC fund remains in a strong financial position to absorb the proposed annual expenses. The City initially budgeted \$873,500 in sales tax revenue for the current fiscal year for EDC/CDC portion of sales tax. However, based on the latest data from ZacTax, the EDC/CDC is now projected to close the year at approximately \$1,033,500— an increase of roughly 16%. While statewide sales tax collections have

declined by approximately 3.7% according to the Texas Comptroller's latest report, the City has remained resilient due to sustained residential growth and the early activation of commercial development. As a result, the EDC/CDC fund is well-positioned to support the proposed recurring expenditures.

City Attorney Review: N/A

Attachments:

1. FY 24-25 EDC and CDC Budget Amendment Excel-Final 062625
2. Ordinance 807-25 EDC CDC Budget Amendment

ACCOUNT NUMBER	Description	FY 24-25 ORIGINAL BUDGET	\$ CHANGE	FY 24- AME BUD
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EDC

235-7520-626360	STAFF SUPPORT	\$ 18,000	\$ 19,726	
235-7520-626360	INCENTIVE PROJECTS	\$ 200,000	-\$ 19,726	

Total

ACCOUNT NUMBER	Description	FY 24-25 Year End Estimate	\$ CHANGE	FY 24- End Ar Estima
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BUDGET AMENDMENT

FY 2024-2025

Amended Expenditures

ACCOUNT NUMBER	Description	FY 24-25 CURRENT BUDGET	\$ CHANGE
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CDC

236-7530-670010	INCENTIVE PROJECTS	\$ 225,000	-\$ 50,571
236-7530-626183	CONSULTING SERVICES	\$ 25,500	\$ 30,845
236-7530-626183	STAFF SUPPORT	\$ 18,000	\$ 19,726

Total

**4-25
AMENDED
BUDGET**

	<u>\$ 37,726</u>
	<u>\$ 180,274</u>
	0.00

**25 Year
Amended
Rate**

**FY 24-25
AMENDED
BUDGET**

	<u>\$ 174,429</u>
	<u>\$ 56,345</u>
	<u>\$ 37,726</u>
	0.00

CITY OF JUSTIN, TEXAS

ORDINANCE NUMBER 807-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS AMENDING THE ADOPTED EDC AND CDC BUDGETS, AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE FY 2024-2025 EDC BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City Council approved Ordinance number 787-24 Fiscal Year 2024-2025 Budget beginning October 1, 2024 and ending September 30, 2025; and,

WHEREAS, the EDC and CDC boards have the desire to expand on commercial opportunities and feel that additional staffing and consulting services will help achieve that; and,

WHEREAS, the City Council of the City of Justin, Texas finds that expanding our resources to attract commercial opportunities and funding a staff position to help assist with the implementation of economic development programs; and,

WHEREAS, the City Council has the authority to approve amendments to the Adopted Budget; and,

WHEREAS, the City Council has determined that the proposed amendments to the Fiscal Year 2024-2025 Budget are in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS:

SECTION 1. That Ordinance No. 807-25, the Fiscal Year 2024-2025 Budget Ordinance, is hereby amended to incorporate the changes set out herein are hereby authorized and approved.

SECTION 2. All portions of the existing FY 2024-2025 Budget, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of this ordinance.

SECTION 3. In the event any clause, phrase, provision, sentence, or part of this ordinance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Justin, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. That this Ordinance shall become effective from and after its adoption and is so ordained.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 26 DAY OF JUNE 2025.

PASSED ON SECOND READING BY THE CITY COUNCIL ON THE 10 DAY OF JULY 2025.

**James Clark,
Mayor**

ATTESTED:

**Amy Piukana,
City Secretary**

APPROVED AS TO FORM:

**Matthew Boyle,
City Attorney**



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 3. (CONSENT AGENDA)

Title: Consider approving Ordinance 806-25, second and final reading, for a Specific Use Permit for Grapes to Wine Plus, a Wine/Bourbon Bar use located at 112 W 4th Street; and take appropriate action

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends consideration based upon the request.

Background:

There is a request to consider a Specific Use Permit (SUP) for the establishment of a wine and bourbon bar, Grapes to Wine+, to be located at 112 W. 4th Street in the Old Town District. The applicants, Dan and Hazel Adams, propose to operate a stylish, upscale bar specializing in premium wines and small-batch bourbons, incorporating curated tastings, membership programs, and a refined social atmosphere.

The City recently acquired the building in March 2025 and has been looking for an appropriate tenant that aligns with supporting local businesses, while providing a unique experience in the Old Town Area.

The proposed hours of operation are Tuesday through Thursday from 2:00 PM to 8:00 PM and Friday through Saturday from 2:00 PM to 10:00 PM. The bar will be closed on Sundays and Mondays. Interior and exterior seating is proposed, including comfortable lounge furniture and outdoor benches surrounding gas firepits or Solo Stoves.

The tenant will not be installing a kitchen, but will be installing a food prep area for Charcuteri boards and other small snacks to be served. In addition, the tenant talked about allowing food from other restaurants into the location to be brought in only by the customer.

Key Consideration – Parking:

Parking availability will be a central topic of review in evaluating this request. Staff has identified

approximately 78 parking spaces within 0.08 miles of the subject site. The immediate area includes two restaurants and approximately seven other retail establishments. Based on the City's zoning requirements, restaurants are required to provide one (1) parking space per 100 square feet of floor area, and retail uses require one (1) space per 300 square feet.

As a result, staff will present the cumulative demand for parking in the area at the meeting, factoring in the proposed use along with existing businesses. The applicant or City may be required to coordinate shared parking or provide additional strategies to mitigate potential impacts during peak operational hours, which has been a topic of discussion.

Unified Development Code:

In February 2025, the Planning and Zoning Commission and City Council adopted the City's new Unified Development Code (UDC). Under the UDC, all bar uses are required to obtain a Specific Use Permit to ensure compatibility with surrounding uses and alignment with the City's long-term vision. This application is consistent with those new regulatory requirements.

Imagine Justin Comprehensive Plan:

The Comprehensive Plan was adopted in 2023 and is attached for the Commission's review.

Criteria for Consideration:

The UDC requires consideration of the following:

When the planning and zoning commission considers giving a permit for a specific use, they check that it will be in harmony with nearby buildings and land uses. They look at whether it meets city standards for street paving, sidewalks, access to public roads, drainage, parking, screening like walls or fences, open spaces, building heights, and construction quality. Additionally, the commission reviews:

- (1) if the proposed land use matches the Imagine Justin Comprehensive Plan;
- (2) and any potential issues with lighting, noise, smells, etc., that might affect neighbors.

PZ Commission:

The Commission will hear and act on the item on Tuesday, May 20th.

City Attorney Review: No

Attachments:

- 1. Business Plan
- 2. UDC OT AREA
- 3. PZ Criteria
- 4. Imagine Justin Comprehensive Plan
- 5. Preliminary Floor Plan- Subject to Change
- 6. Proposed Ordinance

Business Plan for Grapes to Wine+

Wine and Bourbon Bar

1. Executive Summary

Business Name: Grapes to Wine+

Business Structure: LLC

Business Principal Members: Dan L. Adams, Chief Executive Officer
Hazel W. Adams, Managing Partner

Location: 112 N. 4th Street, Justin, TX

Concept: A stylish, upscale bar specializing in premium wines and small-batch bourbons, offering tasting experiences and a refined social atmosphere.

Mission Statement: To create a unique and sophisticated drinking destination that celebrates craftsmanship, community, and discovery through expertly curated wine and bourbon selections.

Objectives:

- Launch the bar by 3rd Qtr 2025
 - Develop a loyal membership and event clientele
 - Achieve 75 wine and 50 bourbon club memberships within the first 6 months
 - Achieve profitability by end of the first 6 months to hire an employee
 - Achieve \$300,000 in revenue in Year 1
-

2. Business Description

Industry Overview:

The U.S. wine and spirits market continues to grow, with consumer interest shifting toward premium experiences and craft labels. Wine consumption remains steady, while bourbon is enjoying a renaissance driven by younger consumers and collectors.

Unique Selling Proposition (USP):

- Membership program with perks and private tastings
 - Exclusive wine flights and bourbon tastings
 - Expert-led education and pairing events
 - Cozy yet elegant atmosphere with a vintage-modern design
-

3. Market Analysis

Target Market:

- Age 28–75, urban professionals and retirees, bourbon and wine enthusiasts
- Middle-to-high income brackets
- Locals and tourists seeking premium nightlife experiences

Competitor Overview:

- Local restaurants and bars

Competitive Advantage:

- Specialized dual focus on wine and bourbon
 - Handpicked selections
 - Seasonal and limited-edition offerings
 - Interactive events: tastings, live music
-

4. Marketing Strategy

Branding:

Approachable, welcoming, and comfortable with a Tuscany look and feel. Interior furnishings will be tables, chairs, and comfortable sitting room sofa and chairs. Exterior furnishings will be outside benches and chairs around gas firepits and/or Solo Stoves.

Promotion Channels:

- Social media (Instagram, Facebook, TikTok)
 - Advertise in local quarterly magazines (e.g., Argyle and Lantana Living) and newspapers (Cross Timber Gazette, etc.)
 - Monthly newsletter via email
 - Customer referrals
-

5. Operations Plan

Hours of Operation:

Sunday-Monday, Closed

Tuesday–Thursday, 2pm – 8pm

Friday-Saturday, 2pm-10pm

Staffing Needs:

- First 6-months, owners, Dan and Hazel Adams, will manage and operate the business.
- Bourbon consultant, as needed, to assist with the initial selection of bourbon and startup of the bourbon club membership.
- After 6 months, a part-time employee will be hired to fill the role of a Bartender/Server.
- Months 7 on will reassess the staffing needs and appropriately hire, as necessary.

Suppliers:

- National distributors (e.g., Republic National Distributor, Glazer, etc.)
- Local Texas distributors (e.g., Favorite Brands, Pioneer, Ambiente, Serendipity, etc.)
- Local wineries/distilleries

Technology:

- POS system (e.g., Toast or Square)
 - Accounting system (e.g., Quick Books, etc.)
 - Reservation/event booking service
-

6. Financial Plan

Startup Costs (Estimated):

- Leasehold improvements: \$25,000
 - Furnishings/decor: \$15,000
 - Licenses and permits: \$5,000
 - Initial inventory: \$30,000
 - Marketing: \$5,000
 - Working capital: \$20,000
- Total Estimated Startup Costs: \$100,000**

Revenue Streams:

- In-house wine and bourbon sales
- Tastings/events

- Membership programs
- Retail bottle sales
- Food - Charcuterie boards

Year 1 Projections (Estimated):

- Revenue: \$300,000
 - COGS: \$120,000
 - Gross Margin: \$180,000
 - Operating Expenses: \$84,000
 - Net Profit: \$96,000
-

7. Legal & Licensing

- TABC State liquor license (wine & spirits)
 - Business license (LLC)
-

8. Appendix

- Founders/Owners Experience
- Bar layout/floorplan (refer to separate attachment)
- Sample representation of interior and exterior furnishings

Founders/Owners Experience:

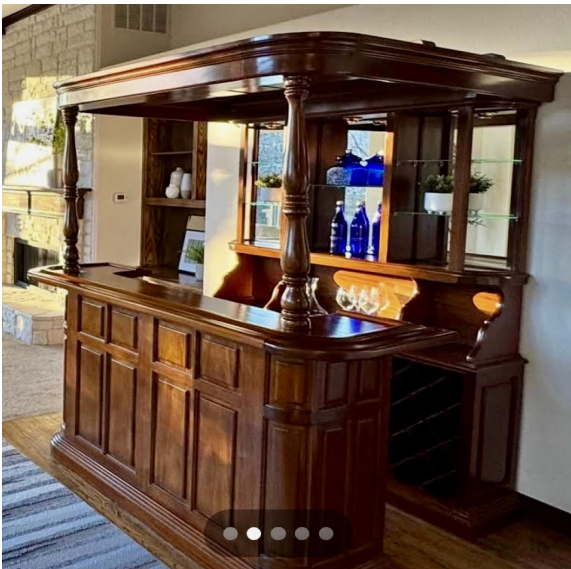
In Dan's career, he worked in Sales for several small and large companies and owned two businesses. His first business was a successful furniture store specializing in antique reproductions for 13 years. Hazel had a very rewarding and successful 40-year career with the Federal Reserve System, where she started as a high school intern and retired as a Vice President.

In 2010, Dan and Hazel opened Grapes to Wine (GTW) in the Bartonville Town Center to provide a unique wine tasting experience and club membership for the local community. With Dan's expert wine knowledge and business savvy, the wine club membership reached ~400 members, which became the largest wine club out of a single location in the state of Texas. GTW offered music on Friday and Saturday nights and quickly became known for the place couples would go for date night. GTW motto was "Enter as Strangers and leave as Friends" because many in the community met there and became great friends. There were many sold out events, everything from wine and food pairings to wine tastings curated by well-known Napa Valley winemakers. As the business grew, it required them to expand from 1,200 sq ft to almost 6,000 sq ft. It employed full-time and part-time people from the community.

Sample Representation of furnishings:
Please find below pictures representing
of the interior and exterior furnishings.



Comfortable chairs and side tables



Bourbon Bar



Comfortable seating



High-top table and stools



Outside seating bench

Schedule of Uses											
Chart Legend: "P" Permitted Use, "PC" Permitted with Design Criteria, "S" Specific Use Permit required, "Blank" Use Not Allowed											
USE ZONING DISTRICT TYPE	RESIDENTIAL						NON-RESIDENTIAL				
	SF-RE	SF-1	SF-2	SF-OT	MM	MF	NC	RC	MU	OT	LI
Golf driving range						S	S	S	S		P
Outdoor amusement								S	S		P
Park or playground (public or private)	P	P	P	P	P	P	P	P	P	P	P
Recreation or amusement establishment								S	S		S
Stable, commercial, riding or boarding	S							S	S		P
Tennis or swim club			S	S	S	P	P	P	P	P	P
	Religious										
Place of worship (primary use)				S	S	S	S	S	S	S	P
Institutions of religious or philanthropic nature			S	S	S	P	P	P	P	P	P
Place of worship auxiliary use	S	S	S	S	S	S	P	P	P		P
	Utilities										
Electric power substation	S	S	S	S	S	P	P	P	P	P	P
Power plant or central electric station											P
Stealth telecommunications towers	S	S	S	S	S	S	S	S	S	S	S
Telecommunications antenna (on structure)						S	S	S	S	S	S
Telecommunications tower	S	S	S	S	S	S	S	S	S	S	S
Utility transmission or distribution line	P	P	P	P	P	P	P	P	P	P	P
Sewage pumping stations	S	S	S	S	S	S	S	S	S	S	S
Wastewater (sewage) treatment facility											P
Water supply or storage facility	S	S	S	S	S	S	S	S	S	S	P
Water treatment plant						S	S	S	S		S
	COMMERCIAL USES										
	Dining and Entertainment										
Amusement, indoor							P	P	P	P	P
Amusement, outdoor								S	S	S	P
Baseball/softball facility (commercial)								S	S	S	P
Batting cages, indoor							P	P	P	P	P
Bowling alley							P	P	P	P	P
Bar, tavern, cocktail lounge; club, private or teen								S	S	S	S

(b) When the planning and zoning commission considers giving a permit for a specific use, they check that it will be in harmony with nearby buildings and land uses. They look at whether it meets city standards for street paving, sidewalks, access to public roads, drainage, parking, screening like walls or fences, open spaces, building heights, and construction quality. Additionally, the commission reviews:

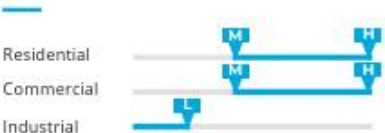
- (1) if the proposed land use matches the Imagine Justin Comprehensive Plan; and
 - (2) any potential issues with lighting, noise, smells, etc., that might affect neighbors.
-

DISTRICT PROFILE



Development Intensity

Regulatory Guidance



Old Town has one of the highest development ranges due to the commercial and mixed-use intensity developed as the city's original plat. This core has been the heart of commercial development for generations, and continuing to develop this area will promote more economic development.

IDENTITY + CHARACTER

Old Town is the original Justin town and has a significant historical context. Development is reminiscent of traditional main streets, and walkable mixed-use is encouraged by having buildings close to the road, street trees, and pedestrian-focused amenities that make walking comfortable.

OPPORTUNITIES

As the historical core, this area is situated to accommodate higher intensity developments that can include mixed use which is successful in areas with plenty of services and retail. With added residential in the area, it can create a substantial amount of foot traffic that can sustain more retail businesses.

CHALLENGES

As the original town of Justin, the infrastructure in this area is amongst the oldest in town, which can be a challenge with new development and right-sizing the services needed for higher intensity.

AREAS OF FOCUS

4th Street has developed as the main street and is off of the FM 156 corridor, which is highly vehicular and not conducive to downtown development. Transitioning the businesses and services into the existing residential neighborhood should also be focused on to ensure appropriate action on the edges of the commercial area.

ORDINANCE NO. 806-25

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, APPROVING A SPECIFIC USE PERMIT FOR A WINE AND BOURBON BAR (GRAPES TO WINE+) LOCATED AT 112 W. 4TH STREET IN THE OLD TOWN DISTRICT; PROVIDING FOR CONDITIONS; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Dan and Hazel Adams (the "Applicants") submitted an application for a Specific Use Permit (SUP) to allow the use of a wine and bourbon bar, known as "Grapes to Wine+," at 112 W. 4th Street, within the Old Town District of the City of Justin, Texas; and

WHEREAS, the property is currently owned by the City of Justin and the proposed use aligns with the City's intent to activate and revitalize the Old Town area with unique and locally supported businesses; and

WHEREAS, the City Council adopted the Unified Development Code (UDC) in February 2025, which requires a Specific Use Permit for all bar uses; and

WHEREAS, in accordance with the requirements of the UDC, a public hearing was properly noticed and held before the Planning and Zoning Commission on May 20, 2025, and before the City Council on May 22, 2025 and June 26, 2025; and

WHEREAS, the Planning and Zoning Commission recommended approval of the Specific Use Permit subject to certain conditions, and the City Council finds that the proposed use meets the criteria set forth in the UDC and the goals of the Imagine Justin Comprehensive Plan adopted in 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part of this Ordinance for all purposes.

SECTION 2. The City of Justin hereby approves a Specific Use Permit (SUP) for the operation of a wine and bourbon bar known as Grapes to Wine+ at 112 W. 4th Street, legally described as OT JUSTIN BLK 32, LOT 23.

SECTION 3. This Ordinance shall be cumulative of all other ordinances of the City of Justin and shall not repeal any of the provisions of said ordinances except as expressly provided herein.

SECTION 4. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application.

SECTION 5. This Ordinance shall take effect immediately upon its passage and approval by the City Council of the City of Justin, Texas.

DULY PASSED by the City Council of the City of Justin, Texas, on the 26th day of June 2025.

On first reading, the 22nd day of May 2025.

On the second and final reading, the 26^h day of June 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 4. (CONSENT AGENDA)

Title: Consider approving Resolution 764-25 authorizing authorizing the City Manager or designee to negotiate and execute a professional services agreement with Ross Inspections for Building Inspections and Plan Reviews; and take appropriate action

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends approval as presented.

Background:

Background

The City of Justin issued a Request for Proposals (RFP) on **February 21, 2025**, seeking qualified firms to provide third-party building inspection and plan review services. This process was initiated to ensure the City continues to meet increasing development demands while maintaining high standards in permit turnaround times, customer service, and code compliance.

Ross Inspections, Inc. has served as the City's third-party provider since **2020** and has consistently delivered reliable, professional services. Their responsiveness, strong communication with both staff and the public, and familiarity with the City's codes and procedures have contributed to efficient and effective development operations.

RFP Timeline and Key Milestones

EVENTS	DATE AND/OR TIME
Release Requests for Proposals	Friday, February 21, 2025
Last Day for Applicants to Submit Written Questions	Friday, March 14, 2025 at 12:00pm
Proposal Due Date	Tuesday, March 25, 2025 at 12:00pm
Staff Evaluation Period	March 26 – April 10, 2025
Evaluation Committee Review of Applications	Week of April 14, 2025

Interviews Conducted with Selected Firms
Selection Recommendation Finalized
City Council Consideration

Week of May 14, 2025
May 27, 2025
June 26, 2025

Evaluation Process

City staff and an internal evaluation committee reviewed all eight (8) proposals received. Evaluation criteria included:

- Professional experience and municipal references
- State certifications and staff capacity
- Turnaround time for inspections and plan reviews
- Communication practices and responsiveness
- Fee structure and overall cost-effectiveness

Ross Inspections, Inc. was selected as the top respondent due to their:

- Proven performance and reliability as the City's provider since 2020
 - Most cost-effective proposal among all bidders
 - Strong examples of clear, proactive communication
 - Readiness to continue providing uninterrupted service
-

Fiscal Impact

This contract is expected to remain **cost-neutral** to the City through fees collected from developers and permit applicants. Ross Inspections submitted the most competitive and cost-effective proposal in the evaluation process.

City Attorney Review: No

Attachments:

1. Proposed Resolution
2. Ross Inspections

RESOLUTION NO. 764-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, SELECTING ROSS INSPECTIONS, INC. AS THE CITY'S THIRD-PARTY BUILDING INSPECTOR AND PLAN REVIEW PROVIDER IN RESPONSE TO THE REQUEST FOR PROPOSALS ISSUED BY THE CITY; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO NEGOTIATE AND EXECUTE A CONTRACT FOR A TERM OF UP TO TWO YEARS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 21, 2025, the City of Justin, Texas (the "City") issued a formal Request for Proposals ("RFP") seeking qualified firms to provide third-party building inspection and plan review services and other services, to ensure efficient, high-quality service delivery to residents, developers, and the public; and

WHEREAS, the RFP was publicly advertised and distributed in accordance with applicable procurement policies and made available via the City's website and communication channels; and

WHEREAS, by the proposal deadline, the City received eight (8) qualified submissions in response to the RFP; and

WHEREAS, City staff conducted a comprehensive evaluation of all proposals received, taking into consideration each firm's experience, qualifications, references, capacity, pricing, responsiveness, and alignment with the City's operational goals and customer service standards; and.

WHEREAS, following the evaluation process, City staff recommends the selection of Ross Inspections, Inc. as the most qualified and responsive proposer based on the criteria established in the RFP; and

WHEREAS, the City Council finds that selecting Ross Inspections, Inc. is in the best interest of the City and will further enhance the City's building permitting, inspection, and development processes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The findings set forth above are true and correct and are incorporated herein in their entirety.

SECTION 2. The City Council hereby selects Ross Inspections, Inc. as the City's third-party building inspector and plan review service provider, in accordance with the terms outlined in the City's RFP.

SECTION 3. The City Manager or their designee is hereby authorized to negotiate and execute a contract with Ross Inspections, Inc. for the provision of third-party building inspection and plan review services, for a term not to exceed two (2) years, subject to final review and approval by the City Attorney.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

DULY PASSED by the City Council of the City of Justin, Texas, on the 26th day of June 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



PROPOSAL FOR SERVICES

CITY OF JUSTIN





Ross Inspection Services, Inc

Physical Address: 7717 Longfield Dr, White Settlement TX 76108

Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

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Ross Inspection Services, Inc

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QUALIFICATIONS

Ross Inspection Services is a small business that strives on customer service, a high level of responsiveness and attention to detail. We work hard to be available in short notice and will always respond in a timely manner when needed to ensure your staff and builders are served.

We have great working relationships with many cities and builders as well as one of the largest subdivisions in the DFW area located a short distance in Rhome Tx. We have also been honored to have a working relationship with the city of Justin over several years and hope to continue having one for years to come.

Our company not only serves municipalities but also many out of jurisdiction builders, perform FHA inspections, pool inspections and energy inspections and testing. However, our focus is always making sure the municipalities take top priority.

All staff members are experienced, have proper certifications and licenses and we provide fast and friendly service to meet your needs.

Please feel free to make contact with the references we provided and if you have any questions or concerns, please feel free to contact us.



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FEE SCHEDULE

Below are the proposed fees for residential and commercial inspections and plan reviews

PLAN REVIEW

Residential.....\$25% of the permit fee
Commercial.....\$50% of the permit fee

INSPECTIONS

Residential.....\$49.00 per stop (minimum 3 daily) or \$75.00 per stop if less than 3 per day
Commercial.....\$49.00 per stop (minimum 3 daily) or \$75.00 per stop if less than 3 per day

All inspections can be scheduled via email, phone call or text before 9 am and will be completed the same day. Ross Inspection Services can perform inspections after cut off time for emergency situations

PLAN REVIEW WITH ALL REQUIRED INSPECTIONS

Residential.....50% of permit fee and 25% of plan review fee
Commercial.....50% of permit fee and 50% of plan review fee

CONSULTATION SERVICES

No charge

CONTACT FOR INSPECTIONS

Phone: (817) 713-8619
Text: (682) 309-2189
Email: inspections@rossdfw.com



Ross Inspection Services, Inc

Physical Address: 7717 Longfield Dr, White Settlement TX 76108

Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

JIMMY ROSS

Jimmy Ross, the company's founder has decades of experience in building and code enforcement, inspections and plan review in several surrounding municipalities such as Fort Worth, White Settlement, River Oaks, Forest Hill and Justin. He is certified to perform plan reviews and inspections on both residential and commercial projects. He is also licensed through the Texas Real Estate Commission (TREC) to perform home inspections.

Certifications

Residential Electrical Inspector (expires 05/02/2027)

Residential Building Inspector (expires 05/02/2027)

Certified Building Official (expires 05/02/2027)

Residential Mechanical Inspector (expires 05/02/2027)

Residential Energy Inspector/Plans Examiner (expires 05/02/2027)

Commercial Electrical Inspector (expires 05/02/2027)

Electrical Inspector (expires 05/02/2027)

Texas Real Estate Professional Inspector (expires 02/28/2026)

Texas State Board of Plumbing Examiners (TSBPE) #I- 2773 (expires 06/30/2025)

Contact

Direct: (682) 215-8085

Email: jimmy@rossdfw.com



Ross Inspection Services, Inc

Physical Address: 7717 Longfield Dr, White Settlement TX 76108

Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

KENT KEITH

Kent Keith is co-owner of the company and has been with the company for the last five years. His extensive inspection experience as a professional home inspector goes back 21 years. He currently performs both residential and commercial code inspections for several municipalities including Justin. He is also authorized for residential plan reviews, is a certified RESNET Energy Rater and is in charge of the energy division of the company overseeing energy plans and testing.

Certifications

Residential Building Inspector (expires 08/01/2025)

Residential Plumbing Inspector (expires 12/18/2025)

Residential Mechanical Inspector (expires 12/18/2025)

Residential Electrical Inspector (expires 12/18/2025)

Combination Inspector (expires 12/18/2025)

Commercial Plumbing Inspector (expires 12/18/2025)

Plumbing Inspector (expires 12/19/2025)

Residential Energy Inspector/Plans Examiner (expires 02/16/2026)

Texas Real Estate Commission Professional Inspector #7413 (retired)

Texas Real Estate Commission Inspector Instructor #113

RESNET Energy Rater #1258267

Texas State Board of Plumbing Examiners (TSBPE) #I- 3842 (expires 10/31/2025)

Contact

Direct: (817) 713-1303

Email: kent@rossdfw.com



Ross Inspection Services, Inc

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Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

JOSHUA ROSS

Joshua Ross has been employed with the company for the last four years and is among the youngest to achieve the Certified Building Official designation at only 21 years of age. He has certifications to perform all commercial and residential inspections and plan reviews. He primarily works in the Fort Worth area but has inspected in other cities as well.

Certifications

Residential Energy Inspector/Plans Examiner (expires 12/29/2027)

Residential Building Inspector (expires 02/12/2028)

Residential Electrical Inspector (expires 04/03/2028)

Residential Plumbing Inspector (expires 06/04/2025)

Combination Inspector (expires 06/05/2025)

Commercial Plumbing Inspector (expires 08/15/2025)

Plumbing Inspector (expires 08/16/2025)

Commercial Electrical Inspector (expires 11/29/2026)

Electrical Inspector (expires 11/30/2026)

Commercial Energy Inspector (expires 01/02/2027)

Commercial Mechanical Inspector (expires 03/08/2027)

Mechanical Inspector (expires 03/09/2027)

Building Codes and Standards (expires 11/18/2025)

Management Module (expires 10/05/2026)

Legal Module (expires 10/05/2026)

Certified Building Official (expires 04/06/2028)

Contact

Direct: (817) 733-0767

Email: joshua@rossdfw.com



Ross Inspection Services, Inc

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Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

DAVID KEITH

David Keith is an inspection assistant to Kent Keith. His job duties are to assist in the daily planning and organization of inspections and performs inspection reporting onsite. He is very knowledgeable with the iWorQ reporting software and plans the driving routes for the inspections to optimize time and efficiency for greater number of inspections that can be performed.

Contact

Direct: (817) 739-7274



Ross Inspection Services, Inc

Physical Address: 7717 Longfield Dr, White Settlement TX 76108

Mailing Address: P. O. Box 121714, Ft. Worth TX 76121

(817) 713-8619

DIANA CARTER

Diana Carter is the director of operations for the company with over 15 years of experience in the inspection industry. She oversees the daily activities for scheduling, customer service, invoicing and is ICC certified for residential plan review. On staff is a full time assistant that aids with her duties and can oversee operations in her absence.

Certifications

Residential Energy Inspector/Plans Examiner (expires 03/24/2028)

Residential Plans Examiner (expires 04/29/2028)

Contact

Direct: (682) 309-2189

Email: diana@rossdfw.com



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Physical Address: 7717 Longfield Dr, White Settlement TX 76108
Mailing Address: P. O. Box 121714, Ft. Worth TX 76121
(817) 713-8619

REFERENCES

Below are clients that Ross Inspection Services has working relationships and contracts with and feel free to contact each for references.

City of Forest Hill

Duties include all plan reviews for permitting, inspections and building official services since 2010

Contact: Venus Wehle

Phone: (817) 891-1795 Direct

City of Rhome

Duties include all plan reviews for permitting, inspections and building official services since 2020

Contact: Julie Rutherford

Phone: (817) 636-2462 Direct

City of Fort Worth

Duties include permitting liaison for the city development department and third party inspection services since 2018

Contact: Evan Roberts

Office Phone: (817) 392-7843

Direct Phone: (682) 249-3580

PMB Capital Investments – Rolling V Project

Duties include plan reviews for permitting and inspections on all residential and commercial construction on a 10,000 + home community

Contact: Sonny Davis

Direct: 713-962-0525



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Mailing Address: P. O. Box 121714, Ft. Worth TX 76121
(817) 713-8619

INSURANCES

Ross Inspection Services maintains Errors and Omission (E&O), General Liability (GL), Workers Compensation & Employers Liability (WC) and full insurance coverage on all vehicles. Copies of policies can be provided upon request.

Errors and Omissions (E&O) & General Liability (GL):

Carrier: Liberty Mutual Insurance
Agent: Superior Insurance Services (972) 325-2244
Policy: BLS (26) 61 09 91 39
Policy Period: From 03/25/2025 To 03/25/2026
Products - Completed Operations Aggregate Limit: \$2,000,000

Workers Compensation & Employers Liability (WC):

Carrier: Liberty Mutual Insurance
Agent: Superior Insurance Services (972) 325-2244
Policy: XWS (26) 61 09 91 39
Policy Period: From 03/25/2025 To 03/25/2026

Vehicle Insurance:

Vehicle policy information can be provided upon request



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 5. (CONSENT AGENDA)

Title: Consider approving Resolution 765-25 authorizing the City Manager or designee to negotiate and execute a professional services agreement with Instant Inspector for Health Inspections; and take appropriate action

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends approval as presented.

Background:

Background

The City of Justin issued a Request for Proposals (RFP) on **February 21, 2025**, seeking qualified firms to provide third-party building inspection and plan review services. This process was initiated to ensure the City continues to meet increasing development demands while maintaining high standards in permit turnaround times, customer service, and code compliance.

Currently, the City has another Health Inspector provide services since approximately 2016. This individual is planning on retiring, which necessitated the need for an RFP process to ensure the City is receiving a fair market price.

RFP Timeline and Key Milestones

EVENTS	DATE AND/OR TIME
Release Requests for Proposals	Friday, February 21, 2025
Last Day for Applicants to Submit Written Questions	Friday, March 14, 2025 at 12:00pm
Proposal Due Date	Tuesday, March 25, 2025 at 12:00pm
Staff Evaluation Period	March 26 – April 10, 2025
Evaluation Committee Review of Applications	Week of April 14, 2025
Interviews Conducted with Selected Firms	Week of May 14, 2025

Evaluation Process

City staff and an internal evaluation committee reviewed all seven (7) proposals received. Evaluation criteria included:

- Professional experience and municipal references
- State certifications and staff capacity
- Turnaround time for inspections and plan reviews
- Communication practices and responsiveness
- Fee structure and overall cost-effectiveness

Ross Inspections, Inc. was selected as the top respondent due to their:

- Proven performance and reliability as the City's provider since 2020
- Most cost-effective proposal among all bidders
- Strong examples of clear, proactive communication
- Readiness to continue providing uninterrupted service

Fiscal Impact

This contract is expected to remain **cost-neutral** to the City through fees collected from developers and permit applicants. Ross Inspections submitted the most competitive and cost-effective proposal in the evaluation process. The fees are relatively the same from the City's previous provider.

City Attorney Review: No

Attachments:

1. Proposed Resolution
2. Instant Inspector

RESOLUTION NO. 765-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, SELECTING INSTANT INSPECTOR AS THE CITY'S THIRD-PARTY HEALTH INSPECTOR AND PLAN REVIEW PROVIDER IN RESPONSE TO THE REQUEST FOR PROPOSALS ISSUED BY THE CITY; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO NEGOTIATE AND EXECUTE A CONTRACT FOR A TERM OF UP TO TWO YEARS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 21, 2025, the City of Justin, Texas (the "City") issued a formal Request for Proposals ("RFP") seeking qualified firms to provide third-party building inspection and plan review services and other services, to ensure efficient, high-quality service delivery to residents, developers, and the public; and

WHEREAS, the RFP was publicly advertised and distributed in accordance with applicable procurement policies and made available via the City's website and communication channels; and

WHEREAS, by the proposal deadline, the City received eight (8) qualified submissions in response to the RFP; and

WHEREAS, City staff conducted a comprehensive evaluation of all proposals received, taking into consideration each firm's experience, qualifications, references, capacity, pricing, responsiveness, and alignment with the City's operational goals and customer service standards; and.

WHEREAS, following the evaluation process, City staff recommends the selection of Ross Inspections, Inc. as the most qualified and responsive proposer based on the criteria established in the RFP; and

WHEREAS, the City Council finds that selecting Ross Inspections, Inc. is in the best interest of the City and will further enhance the City's building permitting, inspection, and development processes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The findings set forth above are true and correct and are incorporated herein in their entirety.

SECTION 2. The City Council hereby selects Instant Inspector as the City's third-party health inspector and plan review service provider, in accordance with the terms outlined in the City's RFP.

SECTION 3. The City Manager or their designee is hereby authorized to negotiate and execute a contract with Instant Inspector for the provision of third-party building inspection and plan review services, for a term not to exceed two (2) years, subject to final review and approval by the City Attorney.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

DULY PASSED by the City Council of the City of Justin, Texas, on the 26th day of June 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



Date: March 25, 2025

To: Matthew Cyr
Director of Development and Economic Development
City of Justin
415 North College Avenue
Justin, TX 76247

Subject: Letter of Transmittal for Proposal Submission

Dear Mr. Matthew Cyr

We, Bradley Tucker Investments, dba Instant Inspector hereby submit our proposal in response to request for Proposals for Building and Health Services. Please find the proposal documents attached for your review and consideration.

The details of our firm are as follows:

- **Legal Company Name:** Bradley Tucker Investments dba Instant Inspector
- **Office Address:** 539 West Commerce Street #1601, Dallas, TX 75208
- **Date of Proposal:** March 25, 2025

The following person is authorized to make representations on behalf of our firm regarding this proposal:

- **Authorized Representative(s):**
 - Name: Bradley Strange
 - Title: Owner
 - Address: 539 West Commerce Street #1601, Dallas, TX 75208
 - Phone Number: 469-209-9055
 - Email Address: Bradley@instantinspector.com

This letter of transmittal is signed by Bradley Strange as a corporate officer or individual authorized to bind the firm.

We appreciate your time and consideration of our proposal. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

Bradley Strange Owner
Instant Inspector

BRADLEY STRANGE

Professional Registered Sanitarian, RS

CONTACT

539 West Commerce
Street #1601
Dallas, TX 75208
(469) 209-9055

LICENSES

Professional Registered
Sanitarian

Registered Environmental
Health Specialist

Certified Pool
Operator

Texas Food Handler
Training Accreditation
TXDSHS 190

PROFESSIONAL AFFILIATION

National Health
Association (NEHA)

Texas Environmental
Health Association (TEHA)

PROFILE

With over 8 years of dedicated service in public health, I have comprehensive experience ensuring the highest standards of sanitation and safety in various food establishments and public facilities. Currently, our team oversees inspection services for seven Dallas-Fort Worth municipalities providing routine inspections, consultations, new construction plan reviews, and foodborne illness investigations.

SPECIALIZED KNOWLEDGE

Municipal Food safety regulation and enforcement

Sanitation and hygiene protocols

Hazard analysis and critical control points (HACCP)
implementation

Risk assessment and mitigation strategy

Public health education and outreach



Rick Figueroa
Chair
Thomas F. Butler
Vice Chair



Gerald R. Callas, M.D., F.A.S.A.
Nora Castañeda
Sujeeth Draksharam
Lori High, R.N., N.P., Retired
Gary F. Wesson, D.D.S., M.S.

Registered Professional Sanitarian
BRADLEY STRANGE

License Number: 4924

The person named above is licensed by the Texas Department of Licensing and Regulation.

License Expires: January 16, 2027

Courtney Arbour
Executive Director



Certified Pool & Spa Operator Certification

for

Bradley Strange

as an Operator of Aquatic Facilities
issued by the

Pool & Hot Tub Alliance

on

Certification Date: February 03, 2023

Expiration Date: February 28, 2028

Certification Number: C-018851

Instructor Name(s)

Randy Woolery

Sabeena Hickman, CAE
President & CEO
Pool & Hot Tub Alliance



For verification, telephone PHTA at 719-540-9119 or email service@phta.org

Instant Inspector
4 of 23



Confers upon

Bradley Strange

The designation

CPI Certified Pool Inspector

for meeting the education requirements, successfully passing an objective examination and pledging to uphold the PHTA Code of Ethics.

12/31/2028

Expiration Date



A handwritten signature in blue ink, reading "Sabeena Hickman".

Sabeena Hickman
President & CEO, Pool & Hot Tub Alliance



Services Provided for Clients

City of Farmers Branch

13000 William Dodson Parkway, Farmers Branch, TX 75234

Elizabeth Aarts, RS, Public Health Manager

Email: Elizabeth.aarts@farmersbranchtx.gov

Phone: 972-919-2539

Start Date: Fall 2019

Services Provided: routine food establishment inspections, annual pool/spa inspections, complaint investigations, temporary event inspections, plan review consultations.

Town of Little Elm:

Nathan Abato, Community Integrity Manager

Email: nabato@littleelm.org

Phone: 214-975-0453

Start Date: Summer 2021

Services Provided: routine food establishment inspections, annual pool/spa inspections, complaint investigations, temporary event inspections, plan review consultations.

City of Pilot Point:

John Taylor, Director of Development Services

Email: jtaylor@cityofpilot

Phone: 940-324-5026

Start Date: Fall 2021

Services Provided: routine food establishment inspections, annual pool/spa inspections, complaint investigations, temporary event inspections, plan review consultations.



City of Sanger:

Ramie Hammonds, Director of Development Services, Building Official

Email: RHammonds@sangertexas.org

Phone: 940-458-2059

Start Date: Summer 2022

Services Provided: routine food establishment inspections, annual pool/spa inspections, complaint investigations, temporary event inspections, plan review consultations.

Town of Providence Village:

Brian Markheim

Email: bmarkheim@pvtx.gov

Phone: 940-365-9333

Start Date: Fall 2023

Services Provided: routine food establishment inspections, pool/spa inspections, complaint investigations, temporary event inspections, plan review consultations.

Town of Cross Roads:

Donna Butler, Town Secretary

Email: d.butler@crossroadstx.gov

Phone: 940-365-9693

Start Date: Fall 2023

Services Provided: routine food establishment inspections, complaint investigations, temporary event inspections, plan review consultations.



Town of Oak Point:

Vicki Russell, Permit Tech

Email: vrussell@oakpointtexas.com

Phone: 972-294-2312

Start Date: Fall 2024

Services Provided: routine food establishment inspections, complaint investigations, temporary event inspections, plan review consultations.



Professional References

City of Farmers Branch:

Jawaria Tareen, REHS/RS, Chief of Staff, City Manager's Office

Email: jawaria.tareen@farmersbranchtx.gov

Phone: 972-919-2505

Shane Davis, Director of Sustainability

Email: shane.davis@farmersbranchtx.org

Phone: 972-919-2614

Elizabeth Aarts, RS, Public Health Manager

Email: Elizabeth.aarts@farmersbranchtx.gov

Phone: 972-919-2539

Town of Little Elm:

Nathan Abato, Community Integrity Manager

Email: nabato@littleelm.org

Phone: 214-975-0453

Amanda Black, Business Analyst

Email: ablack@littleelm.org

Phone: 972-377-1888

City of Pilot Point:

John Taylor, Director of Development Services

Email: jtaylor@cityofpilot

Phone: 940-324-5026



City of Sanger:

Ramie Hammonds, Director of Development Services, Building Official
Email: RHammonds@sangertexas.org
Phone: 940-458-2059

Town of Providence Village:

Brian Markheim
Email: bmarkheim@pvtx.gov
Phone: 940-365-9333

Town of Cross Roads:

Donna Butler, Town Secretary
Email: d.butler@crossroadstx.gov
Phone: 940-365-9693

Town of Oak Point:

Vicki Russell, Permit Tech
Email: vrussell@oakpointtexas.com
Phone: 972-294-2312



Subject: City of Justin Contract Proposal

Date: March 24, 2025

Instant Inspector is a local North Texas company offering various types of inspections to aid the city's growing needs. All inspectors are professionally licensed by the State of Texas and other professional organizations, such as the National Environmental Health Association. Along with first-class, professional inspection services, Instant Inspector offers a web-based inspection software for data management of all inspections and permits if requested.

Please review below the different types of inspections Instant Inspector can perform for the City of Justin.

Permit Type	Fee (Per Inspection)
Food Establishment	\$130.00
Food Truck	\$130.00
Temporary Event	\$150/Hour min 2 hour
Pool/ Spa/ PIWF	\$150.00
Restaurant Plan Review	\$150.00
Pool & Spa Plan Review	\$150.00
Complaint Investigation	\$100.00
Follow-up Inspection	\$100.00
Storm water inspection	\$160.00
Grease Interceptor/Trap Inspection	\$350.00
Consultations	\$150/Hour

If you have any questions, please feel free to contact me directly.

Thank you,

Bradley Strange | Owner
www.InstantInspector.com
539 West Commerce Street #1601
Dallas, Texas 75208
o: (469) 209-9055



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CoverWallet, Inc. One Liberty Plaza, Suite 3201 New York, NY 10006	CONTACT NAME: Susan Pearce	
	PHONE (A/C, No, Ext): (646) 844-9933 FAX (A/C, No):	
	E-MAIL ADDRESS: customer.service@coverwallet.com	
INSURED Bradley Tucker Investments, LLC DBA Instant Inspector 539 W Commerce St #1601 Dallas, TX, 75208	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ACE Property & Casualty Insurance Company (SCI)	20699
	INSURER B: Hiscox Insurance Company Inc.	10200
	INSURER C: Security National Insurance Company	19879
	INSURER D: Bankers Standard Insurance Company	18279
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			D02394492	09/18/2024	09/18/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000
							MED EXP (Any one person) \$ \$5,000
							PERSONAL & ADV INJURY \$ 0
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ \$2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
D	☒ UMBRELLA LIAB ☒ OCCUR			D02803069	01/06/2025	09/18/2025	EACH OCCURRENCE \$ 2,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 2,000,000
	☐ DED ☒ RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	SNS1517820	11/12/2024	11/12/2025	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☒ Y					E.L. EACH ACCIDENT \$ 1,000,000.00
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00
B	Professional Liability			P100.720.047.5	11/11/2024	11/11/2025	Liability (Each claim): \$1,000,000 Liability (Aggregate): \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

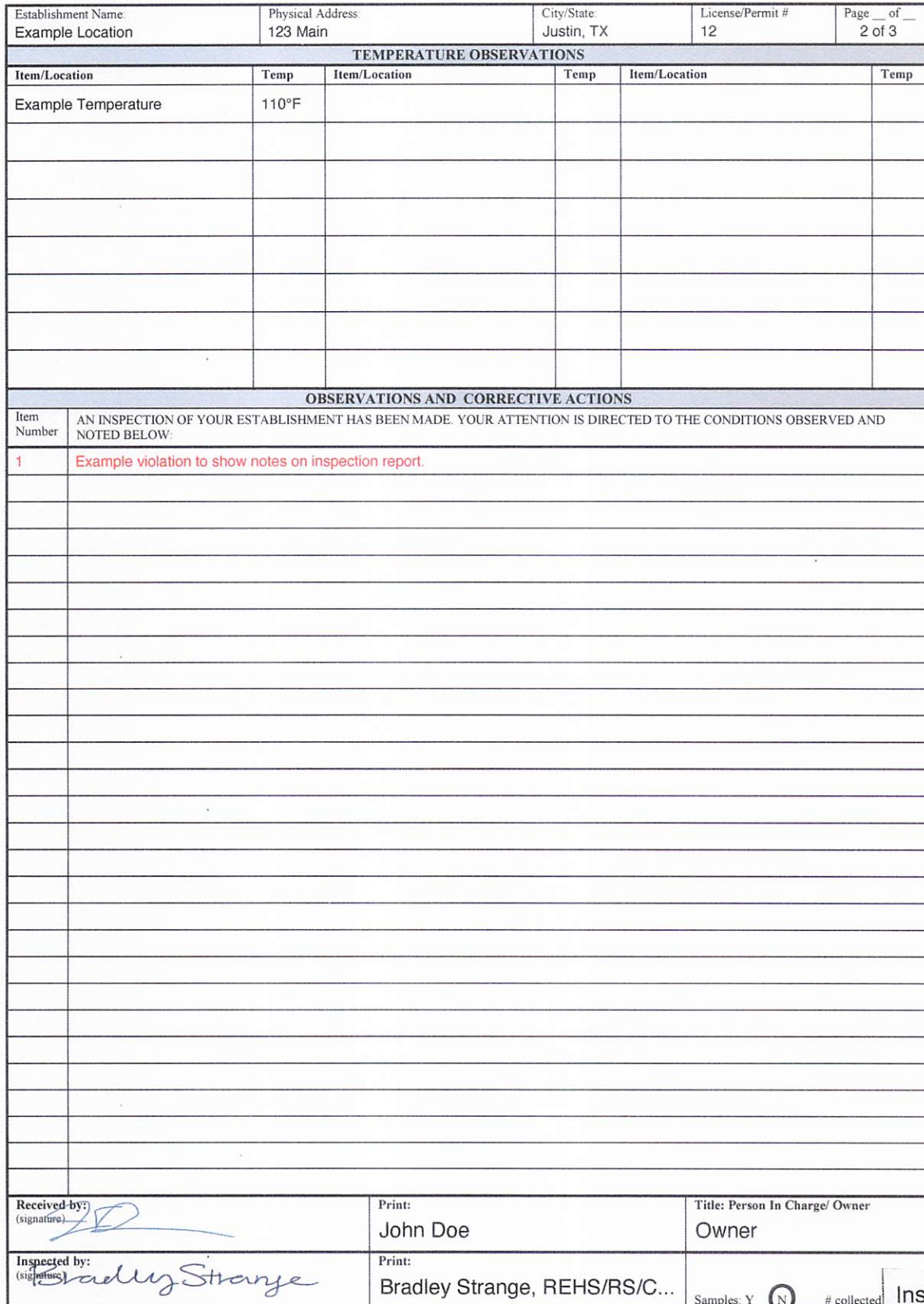
City of Justin 415 N. College Avenue Justin, TX, 76247	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Margaret M. Relf</i>

© 1988-2015 ACORD CORPORATION.

Instant Inspector



Date: 03/24/2025		Time in: 16:39		License/Permit # 12		Est. Type SD		Risk Category SD		Page 1 of 3																																																																																																																																																							
Purpose of Inspection: ☒ 1-Routine ☐ 2-Follow Up ☐ 3-Complaint ☐ 4-Investigation ☐ 5-CO/Construction ☐ 6-Other																																																																																																																																																																	
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SITE PHOTOS



Example violation for inspection report



FI-5483

Reinspection Required

INSTANT INSPECTOR 539 W. Commerce St Suite 1601 Dallas, TX 75208	 PI-520	Public Swimming Pools and Spas Check List
Facility Name: Example Location	Date: 03/21/2025 08:48 AM	
Volume: 20,000 gal		FAIL
Facility Address: 11611 Luna Road, Farmers Branch, TX 75234		
Facility Owner: ☐ Class A ☐ Class B ☒ Class C ☐ Spa ☐ Wade ☐ w/PIWF		
Inspection Type: ☐ Routine ☐ Complaint ☐ Re-Inspection ☒ Pre-Licensing ☐ CO ☐ Follow-up		

"X" indicates an alleged deficiency

"C" indicates corrected on-site

Swimming Pool Water Testing		34. Emergency summoning device available.	X
1. Chlorine (2.0 - 8.0 ppm)	Bromine (3.0 - 10 ppm)	35. Pump gauges & flowmeter operating, and piping/direction of flow marked.	
2. pH (7.2 - 7.6)		36. Depth markers, no diving symbol and transition line/ float line present, as required for pools and spas.	
3. Cyanuric acid (30 - 50)		37. Electrical disconnect and GFCIs installed, and equipment bonded/ grounded, as required.	
4. Cyanuric acid present in indoor pool.		Lifeguards	
5. Combined chlorine is greater than 0.4 ppm.		38. Lifeguards provided as required.	
6. Algae present in pool.		39. Lifeguards not distracted from user surveillance by other duties.	
7. Water clarity insufficient to clearly see bottom of pool.		40. Lifeguard mandatory in-service training as required.	
8. A & B pools tested every 2 hours for disinfectant and pH.		41. Lifeguard access to First Aid Kit, backboard, AED, BVM.	
9. Staffed C pools tested 3x per day for disinfectant and pH.		Enclosure A, B, & Residential Youth Camp Pools and Spas	
10. Unstaffed C pools tested 1x per day for disinfectant and pH.		42. A, B, and resident youth camp pool fence min. 6' in height.	
Spa Water Testing		43. A B, and resident youth camp pool enclosure no openings ≥ 4".	
11. Chlorine (2.0 - 8.0 ppm)	Bromine (3.0 - 10 ppm)	44. Enclosure gates, windows, doors supervised or closed and locked.	
12. pH (7.2 - 7.6)		Enclosure Class C & Day Camp Pools and Spas	
13. Cyanuric acid (30 - 50)		45. Class C and day camp pool/spa enclosure minimum 48" in height.	
14. Cyanuric acid present in indoor spa.		46. Class C and day camp enclosure no openings ≥ 4".	
15. Combined chlorine is greater than 0.4 ppm.		47. No chain link for Class C/day camp enclosure after 10/01/99.	
16. Algae present in spa.		48. Gates/doors SC/SL, open out, latch 3.5' above deck, no mid-rail.	X
17. A & B spas tested every 2 hours for disinfectant and pH.		Enclosures for Pools and Spas	
18. Staffed C spas tested 3x per day for disinfectant and pH.		49. All climbable objects min 36" from enclosure measured horizontally.	
19. Unstaffed C spas tested 1x per day for disinfectant and pH.		50. Gates/doors not propped open.	
Pool and Spa Water Testing		51. Service gate closed and locked when not in use.	
20. Pool/spa tested for Cyanuric acid 1x per week.		52. Gate/door between indoor/outdoor pool self-closing & latching.	
21. Free Chlorine/Bromine level tested using DPD method.		53. Multiunit rental complex and property association pool enclosures compliant with H.S.C. chapter 757	
22. Testing records on site or provided w/in 5 business days.		Trained and Certified Operator	
23. Reliable means of testing for all chemical parameters required.		54. Trained/Certified operator responsibilities/ trained Staff.	
Water Supply		55. Operator certification provided. Type/Exp. Date.	
24. Water supply to pool/spa from approved source		56. Operator name/contact information available to onsite staff.	

25. Private water supply coliform tested each month.		Operation and Management	
26. Private water supply chemical analysis every 3 years.		57. Water clarity allows bottom to be clearly seen.	
27. Hose bibs in pool/spa yard protected with vacuum breakers?		58. Domestic non-service animals and pets not allowed in pool/spa yard.	
Suction Outlets (Main Drains)		59. Domestic service animals allowed in pool/spa yard, but not allowed in the pool or spa.	
28. Suction outlet cover(s) / grate(s) intact and in place.		60. Food and beverages not allowed in pool/spa unless privately owned.	
29. Suction entrapment avoidance.	X	61. Glass containers not allowed in pool/spa yard.	
Sanitation and Safety--Signs/ Features / Equipment		62. Covered trash receptacles required where food/beverages in yard.	
30. Sanitary facilities provided and maintained.		63. Skimmer basket/ floating dispenser not used to dispense chemicals.	
31. Safety signs for pools.	X	64. Automatic sanitizer controllers can be adjusted either manually or electronically.	
32. Safety signs for spas.		65. Chemicals not distributed by hand when pool/spa in use.	
33. USCG ring buoy w/throwing rope & non-conductive reaching pole.		66. Chemicals and distribution equipment not accessible by users.	

- Farmer's Branch Municipal Ordinance Sec. 34-356(c)(1)b. - Maintenance and operation: Free chlorine levels shall be maintained from two ppm to eight ppm.
- FBMO Sec. 34-356(c)(1)c. - pH levels shall be maintained from 7.2 to 7.6.
- FBMO Sec. 34-356(c)(1)d. - Cyanuric Acid shall be maintained from 30 - 50 ppm.
- 25 TAC §265.193(d)-Cyanuric acid shall not be used in an indoor pool.
- 25 TAC §265.193(c)-Combined chlorine or total chlorine shall not exceed 0.4 ppm anytime the pool is open for use.
- 25 TAC §265.193(b)-Algae shall not be present in a pool.
- 25 TAC §265.193(e)-Water clarity insufficient such that bottom at deepest point of pool is not clearly seen.
- 25 TAC §265.193(o)(1)(A)-Class A & B pools and shall test for disinfectant and pH every 2 hours when the pool is open for use.
- 25 TAC §265.193(o)(2)-Class C pools with onsite staff shall test for disinfectant and pH 3x per day.
- 25 TAC §265.193(o)(3)-Class C pools a with no onsite staff shall be tested for disinfectant and pH 1x per day.
- 25 TAC §265.193(c)-Minimum free chlorine residual for a spa 2.0 ppm, maximum 8.0 ppm; minimum bromine level for a pool 3.0 ppm, maximum 10 ppm.
- FBMO Sec. 34-356(c)(1)c. - pH levels shall be maintained from 7.2 to 7.6.
- FBMO Sec. 34-356(c)(1)d. - Cyanuric Acid shall be maintained from 30 - 50 ppm.
- 25 TAC §265.193(d)-Cyanuric acid shall not be used in an indoor spa.
- 25 TAC §265.193(c)-Combined chlorine or total chlorine shall not exceed 0.4 ppm anytime the spa is open for use.
- 25 TAC §265.193(b)-Algae shall not be present in a spa.
- 25 TAC §265.193(o)(1)(A)-Class A & B spas shall test for disinfectant and pH every 2 hours when the spa is open for use.
- 25 TAC §265.193(o)(2)-Class C spas with onsite staff shall test for disinfectant and pH 3x per day.
- 25 TAC §265.193(o)(3)-Class C spas a with no onsite staff shall be tested for disinfectant and pH 1x per day.
- 25 TAC §265.193(o)-Class A, B and C pools and spas shall have water tested for Cyanuric Acid a minimum of 1x per week.
- 25 TAC §265.193(g)-Free available chlorine and bromine levels determined by using the DPD testing method.
- 25 TAC §265.193(l)-Testing records on site and available to inspector, or if off site, made available within 5 business days.
- 25 TAC §265.193(f)-Reliable means of testing for pH, free and total chlorine, bromine, CYA, alkalinity & calcium hardness in a pool or spa is required.
- 25 TAC §265.187(a)-Water supply to pool or spa or PIWF is from a public water supply or private water supply.
- 25 TAC §265.187(c)(2)-Private water supply, coliform tested every month the pool or spa is open for use.
- 25 TAC §265.187(c)(3)-Private water supply, chemical analysis for secondary constituent levels as per TAC §290.118, tested every 3 years and records on site.
- 25 TAC §265.187(b)-Hose bibs in the pool/spa yard must be protected with a vacuum breaker.
- 25 TAC §265.185-Fully submerged suction outlet fitting assemblies including the cover and grate shall not be missing, broken, or loose, and shall be in compliance with ANSI/APSP-16.
- ISPSC 310.1 - Suction entrapment avoidance shall be in compliance with ANSI/PHTA/ICC-7.
- Recommendations per Model Aquatic Health Code 5.0 Facility Operations and Maintenance– Sanitary facilities, if provided: Toilets clean, good repair, bathroom provided with soap/ toilet paper. Cleansing shower provided with warm water, soap, and in good repair.
- 25 TAC §265.190(f)(5)-Safety signs for pools constructed on or after 1/1/2021 or replaced shall comply with the sign requirements in Figure: 25 TAC §265.190(f)(5) Old signs are not required to be replaced unless damaged or illegible.
- 25 TAC §265.190(h)(4)-Safety signs for spas constructed on or after 1/1/2021 or replaced shall comply with the sign requirements in Figure: 25 TAC §265.190(h)(4) Old signs are not required to be replaced unless damaged or illegible.

33. 25 TAC §265.190(g)-The pool shall have at least one USCG ring buoy with throwing rope, 1/4-inch to 3/8-inch in diameter, with a length at least two-thirds the maximum width of the pool and a reaching pole for every 2000 square feet of pool surface area. The reaching pole shall be non-telescoping and constructed of non-conductive material such as fiberglass and at least 12 feet long.
34. 25 TAC §265.190(i)-A pool or spa shall have a minimum of one emergency telephone, emergency monitoring contact device or alternative communication system that is accessible, within 200 ft. of the water and functioning at all times the pool/spa is open for use.
35. ISPSC 324.6- Directional flow marked on piping; ISPSC 311.6 – Pressure / vacuum gauge present and operating; ISPSC 311.7 – Flowmeter present and operating.
36. 25 TAC §265.190(a) Pool depth 5 feet or more a 4 inch transition line or rope float line, as required; 25 TAC §265.190(c) spa depth markers as required; ISPSC 409.2 Depth markers spaced at 25 foot maximum interval and installed at water depth increments of 2 feet. ISPSC 409.3 No diving symbol required where pool depth 5 feet or less and placed at intervals of no greater than 25 feet, and directly adjacent to a depth marker.
37. ISPSC 313.7 Electrical disconnect 5 feet or more away from pool or spa. ISPSC 324.4 Electrical wiring must comply with National Fire Protection Association NFPA codes: 680.6 – all electrical equipment associated with pool recirculating system, and equipment less than 5 feet from pool wall must be bonded and grounded as required, 680.22(A) Receptacles; GFCI (ground fault circuit interrupters) required on receptacles 6-20 feet from pool wall, and all receptacles inside pool equipment room.
38. 25 TAC §265.191(a)-Lifeguards are required at Class A pools during competitive events, at all Class B pools when open for use, any pool where a user enters the water from any height above the deck or wall (diving boards, drop slides, starting platforms, zip lines), any wave or surf pool or any pool while used for recreation of youth groups including youth camps, visiting childcare groups, or visiting school groups.
39. 25 TAC §265.191(f)-Lifeguards conducting surveillance of users shall not be assigned duties that would distract the lifeguard's attention from surveillance.
40. 25 TAC §265.191(h)-Lifeguards shall be provided with a pre-season training period, continual in-service training (60 min. for every 40 hours employment), trained on the CDC response standards to fecal or diarrheal contamination, and vomit or blood contamination.
41. 25 TAC §265.191(k)-Lifeguards shall have access to a 24-unit OSHA compliant first aid kit, BVM, one backboard with head immobilizer and straps, and an AED; unless available at on-site first aid station.
42. 25 TAC §265.192(b)(3)(A & C)-Class A, B & resident youth camp pool/spa fences shall be a minimum of 6 ft. in height, have no horizontal mid-rail and be designed and constructed so it is not easy to climb.
43. 25 TAC §265.192(b)(3)(B)-Class A, B & resident youth camp pool/spa fence shall have no openings allowing passage of 4" sphere.
44. 25 TAC §265.192(b)(3)(D)-All doors, gates and windows in the enclosure shall be directly and continuously supervised by pool staff or closed and locked.
45. 25 TAC §265.192(d)(1)(A & B)-Class C and day camp pool/spa enclosures not under HSC 757 shall have a minimum height of 48" from the ground as measured from outside the fence and have no mid-rail less than 45" from the ground, and designed so it is not easily climbed.
46. 25 TAC §265.192(d)(1)(C)-Class C and day camp pool/spa enclosures shall no openings in, under, or through that allow the passage of 4" sphere.
47. 25 TAC §265.192(d)(1)(D)-Chain link fencing is not allowed for any Class C/day camp fence constructed on or after 10/1/1999.
48. 25 TAC §265.192(d)(2)(A&C) and (d)(3)(B)-Enclosure gates and doors shall be self-closing and self-latching, open outward away from the pool or spa, have hand activated opening hardware at least 3.5' above the deck or walkway and be capable of being locked.
49. 25 TAC §265.192(a)(1)- Planters, light poles and site furnishing shall not be permitted within 36" measured horizontally from outside the enclosure.
50. 25 TAC §265.192(f)-Propping gates or doors open is prohibited.
51. 25 TAC §265.192 (g)-Service gates or doors are allowed, but shall be used only by service personnel such as lawn maintenance personnel or chemical delivery services, are not required to be self-closing and self-latching and must be locked when not being used to enter or exit the pool or spa yard.
52. 25 TAC §265.192(h)-Indoor pools and spas or those located within a building, the interior or exterior building walls may be the enclosure as long as all gates and doors are compliant with 265.192 (b), (c), and (d) as applicable of this section, and are not elevator doors. Where separate indoor and outdoor pools and spas are located at the same site a door or gate may be provided between them as long as the doors and gates are compliant with 265.192 (b), (c), and (d) as applicable of this section. If the gate or door between the indoor and outdoor pool or spa does not provide an exit from the pool or spa yard, that gate or door may open inward into the outdoor pool or spa yard.
53. 25 TAC §265.192(c)- **Enclosures for pools and spas subject to Texas Health and Safety Code, Chapter 757. A pool or spa that is in a multiunit rental complex or owned, controlled, or maintained by a property owners association and subject to Texas Health and Safety Code, Chapter 757, must have an enclosure as required in Chapter 757.**
- HSC 757.003(b)-Enclosure shall be a minimum height of 48 inches from the ground on the side away from the pool or spa.
 - HSC 757.004(a)-All gates of a pool or spa enclosure at pools and spas must have a self-closing and self-latching device.
 - HSC 757.005(a)(1)-Chain link fencing may not allow passage of 2-1/4" sphere through fabric.
 - HSC 757.004(b)-Latch must be at least 60" above the ground; or
 - HSC 757.004(b)(1)-Latch may be installed lower if latch is on the pool side & is min. 3" below the top of gate; and
 - HSC 757.004(b)(2)-has no opening greater than 1/2 inch in any direction within 18 inches from the latch.
 - HSC 757.004(c)- Latch may be located 42" or higher if the gate cannot be opened except by key, card, or combination on both sides of the gate.

- HSC 757.005(a)(2)-Distance between the tops of the horizontal members is at least 36" openings may not allow passage of 4" diameter sphere.
 - HSC 757.003(e)-Distance between the tops of the horizontal members < 45" no gaps allow passage of 1-3/4" sphere.
 - HSC 757.003(d)-Distance between the tops of the horizontal members min. 45 inches, no openings allow passage of 4" sphere..
 - HSC 757.003(f)-Enclosure shall not be constructed of chain link fencing materials.
 - HSC 757.007-A wall of a building may not be used as part of an enclosure unless all ground floor windows in the wall is permanently closed/unable to open.
 - HSC 757.004(a)-Gates of pool or spa enclosure and must have a self-closing and self-latching device and open outward away from the pool or spa.
 - HSC 757.003(g)-There can be no decorative cutouts with openings greater than 1-3/4 inches in any direction in the enclosure.
54. 25 TAC §265.194(c)-The trained operator must ensure that the staff is properly trained in day-to-day operations of the pool and spa circulation system.
55. 25 TAC §265.194(d)- Proof of operator training and certification provided.
56. 25 TAC §265.194(b)(3)-Trained and certified pool operator contact information available, if not on-site, provided upon request or within five business days.
57. 25 TAC §265.194(h)- Water in pool/spa shall be clear such that bottom of deepest area is clearly visible when water is static.
58. 25 TAC §265.194(k)-Domestic animals and pets, that are not service animals as defined in 28 CFR § 36.302(c), or where applicable 24 CFR §100.204 are prohibited in pool and spa yard and in the pool/spa.
59. 25 TAC §265.194(k)-Domestic animals, that are service animals as defined in 28 CFR § 36.302(c), or where applicable 24 CFR §100.204 are allowed the pool yard, but not in the pool/spa.
60. 25 TAC §265.194(p)-Food and beverages may not be consumed in a pool or spa unless it is privately owned and operated.
61. 25 TAC §265.194(q)-Glass containers are prohibited in the pool and spa yard or in the pool or spa.
62. 25 TAC §265.194(r)-Covered trash receptacles are required where food and beverages are allowed or served.
63. 25 TAC §265.189(g)(1)(D)-Skimmer baskets or floating dispensers may not be used to dispense disinfectant, chemicals that adjust pH, or algaecides.
64. 25 TAC §265.189(g)(1)(A)-Disinfectant feed system controllers used to automatically dispense sanitizer and can adjust either manually or electronically.
65. 25 TAC §265.189(g)(2)-Hand distribution of disinfectant, chemicals to adjust pH or algaecides is prohibited when users are in the pool or spa or PIWF.
66. 25 TAC §265.194(g)-Pool chemicals and chemical feed equipment stored so that pool/spa users do not have access.

Comments:

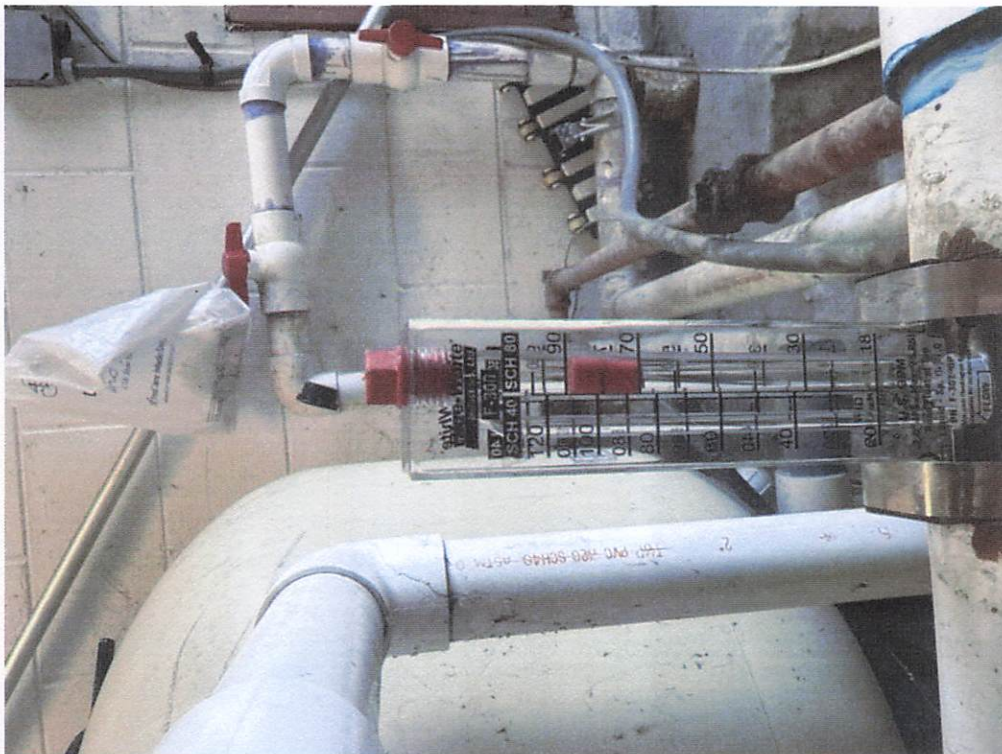
- 3.0ppm
- 7.2
- 45ppm
- Provide installation dates for drain covers, shall be within last 5 years per expiration on pool drain.
- Obtain new pool signs required as of January 2021. Full list can be found at this weblink for reference:
https://www.dshs.texas.gov/sites/default/files/poolspa/pdf/Signs_for_Pools_and_Spas_with_Logo_Jan2021.pdf
- Emergency phone unable to dial 911
- Location has inward opening gates, agreed to voluntarily change last season and did not make the updates to open outward.
Provide city approved plans for installation of gates to prove inward opening gates were permitted.

Inspected by (signature): 	Pool Operator/ Responsible party (signature) 
Printed Name: Bradley Strange, REHS/RS/CPO	Printed Name: Jairo Euceda
Date: 03/21/2025	Date: 03/21/2025

INSPECTION PHOTOS



Address for pool at emergency sign missing



3hr turn over



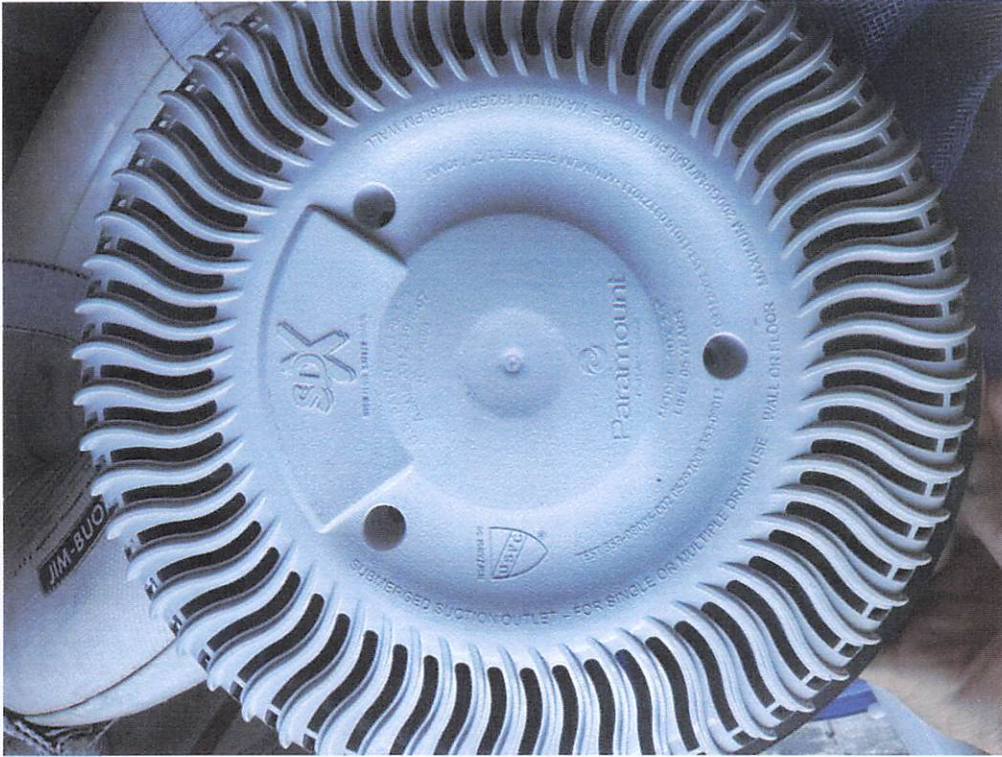
PI-520

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INSPECTION PHOTOS



5 year shelf life; provide installation date to the city



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INSPECTION PHOTOS



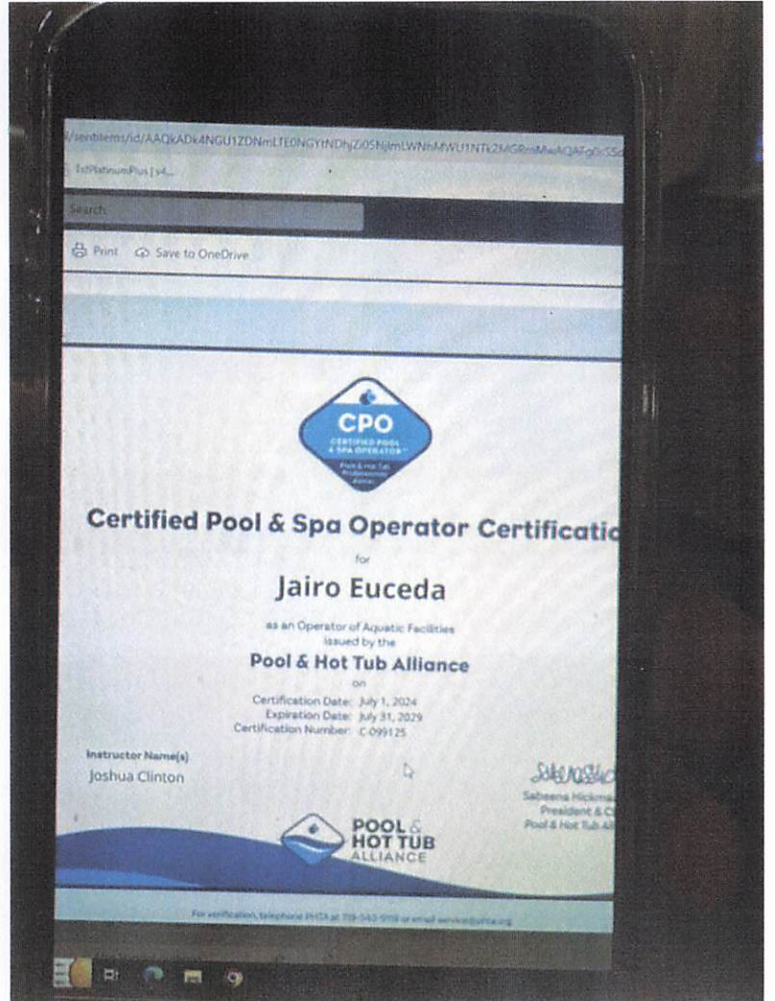
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City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 6. (CONSENT AGENDA)

Title: Consider adopting Ordinance 810-25, first reading, amending the City Limit boundaries to de-annex approximately 1.56 acres legally described as Range Hill Addition, Lot 3, Block 1; and take appropriate action

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff Recommends Approval as presented.

Background:

The City has received a formal request from TCCI Range-Mead 2021 LLC, the previous fee simple owner of Range Hill Road, to de-annex the roadway from the City of Justin. Range Hill Road was originally annexed in April 2025 as part of the January 27, 2025, Development Agreement between TCCI and the City, which governs the development of the 537.18-acre Cuesta master-planned community located south of FM 407 and west of Boss Range Road.

Request Summary:

TCCI is requesting de-annexation of Range Hill Road to facilitate a private agreement with the Miller family, one of three private landowners (Miller, Byrne, and Evans) who currently utilize the roadway. Under this agreement, TCCI will transfer fee simple title of the road to the Millers, contingent upon the de-annexation. The Millers and their neighboring property owners have agreed to assume all maintenance responsibilities for the road at their own expense.

Staff Review:

TCCI, in coordination with Kimley-Horn, has verified with City staff that Range Hill Road is not planned to be used for access—public, emergency, or otherwise—to the Cuesta development. All necessary access points to the development are secured via FM 407 (north), Sam Reynolds Road (south), and Range Road via Boss Range Road (east). As such, the City has no foreseeable need or use for this segment of roadway within its jurisdiction.

Legal Consideration:

Under **Texas Local Government Code Section 43.142**, a public hearing is **not required** for de-

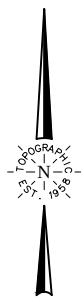
annexation initiated by the governing body of a municipality. Therefore, Council may proceed directly to consideration and action on the request. This was also deliberated in conjunction with the City Attorney's Office.

City Attorney Review: Yes

Attachments:

1. Survey- Legal description
2. Property Map
3. Range Hill Road De-Annexation Petition
4. Proposed Ordinance with- Exhibit A

M. POLK SURVEY, ABST. NO. 993
DENTON COUNTY, TEXAS
TOTAL AREA: 1.56 ACRES



SCALE: 1" = 200'



0' 100' 200'

LEGEND

-  TRACT BORDER
 ROAD WAY
 FENCE LINE
 IRON ROD FOUND
 IRON ROD SET

TCCI RANGE-MEAD 2021 LLC
INSTRUMENT NO.
2022-172715
R.P.B.D.C.T.

M. POLK
A-993

JERRY S. EVANS
VOLUME 4651, PAGE 469
D.R.D.C.T.

CHARISSE R. BYRNE AND
WILLIAM M. BYRNE
TRACT 1
INSTRUMENT NO.
2019-166431
R.P.R.D.C.T.

LOT 2
RANGE HILL ADDITION
CABINET L, PAGE 237
P.R.D.C.T.

WILL HOLBROOK AND
DONNA HOLBROOK
INSTRUMENT NO.
2020-166343
R.P.R.D.C.T.

CHARISSE R. BYRNE AND
WILLIAM M. BYRNE
TRACT 2 (INGRESS AND EGRESS
EASEMENT
INSTRUMENT NO.
2019-166431
R.P.R.D.C.T.

LOT 1R-2
BLOCK 1
MARCUS MILLER AND
LESLIE MILLER
INSTRUMENT NO.
2022-103124
R.P.R.D.C.T.

RANGE HILL ADDITION
CABINET Q, PAGE 328
P.R.D.C.T.

LOT 1R-1
BLOCK 1
MARCUS MILLER AND
LESLIE MILLER
INSTRUMENT NO.
2022-103124
R.P.R.D.C.T.

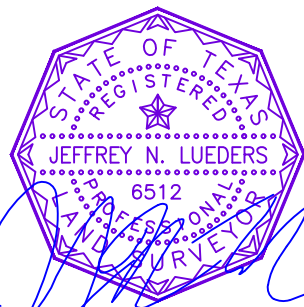
ALFONSO & YOLANDA CERDAMUNOZ
CALLED 10.0 ACRES
INSTRUMENT NO. 2001-92266
O.P.R.D.C.T.
CAD#:68473

LINE TABLE

LINE	BEARING	DISTANCE
1	S 88°45'45" W	60.00'
2	N 01°08'43" W	805.80'
3	S 88°49'07" W	265.87'
4	N 01°31'49" W	60.00'
5	N 88°49'51" E	326.15'
6	S 01°09'44" E	399.92'
7	S 01°08'45" E	465.75'



481 WINSOTT ROAD, Ste. 200 • BENBROOK, TEXAS 76126
TELEPHONE: (817) 744-7512 • FAX (817) 744-7554
TEXAS FIRM REGISTRATION NO. 10042504
WWW.TOPOGRAPHIC.COM



05/28/2025

JEFFREY N. LUEDERS, R.P.L.S. No. 6512
SURVEYED ON THE GROUND: AUGUST 20, 2021
Field note description of even date accompanies this plat.

RANGE HILL ROAD	REVISION:	
	INT	DATE
DATE: 05/21/2025		
FILE:BO_RANGE_HILL		
DRAWN BY: DRH		
SHEET : 1 OF 2		

NOTES:

1. THE PROPERTY HAS DIRECT ACCESS TO RANGE HILL ROAD, AN ASSUMED PRIVATE STREET.
2. THERE ARE PROPOSED CHANGES IN STREET RIGHT OF WAY LINES AFFECTING THE PROPERTY, ACCORDING TO THE CITY OF JUSTIN ONLINE GIS WEBSITE.
3. THE SURVEYED PROPERTY CREATES A MATHEMATICALLY CLOSED FIGURE, WITH NO GAPS, GORES, OVERLAPS OR HIATUS INHERENT TO THE SURVEYED PROPERTY BASED ON THE FIELD SURVEY PERFORMED AND THE TITLE COMMITMENT(S) PROVIDED. ALL PARCELS OF THE SURVEYED PROPERTY AS DESCRIBED HEREON ARE CONTIGUOUS.
4. WETLAND DATA WAS PROVIDED VIA DIGITAL FILES FROM MERITAN HOME ON 03/12/24.
5. ANY ABANDONED ACCESS ROADS OR WELL PADDS WERE DELINEATED BY TCCI.
6. BEARING BASE: BEARINGS SHOWN HEREON ARE "GRID" AND BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE, NAD 83, AS DERIVED FROM RTK OBSERVATIONS REFERENCED TO THE TEXAS COOPERATIVE RTK NETWORK.
7. THERE ARE NO CEMETERIES OR BURIAL GROUNDS LOCATED ON THE PREMISES.

EXHIBIT "A"
DENTON COUNTY, TEXAS
1.56 ACRE TRACT DESCRIPTION

May 21, 2025
Sheet 2 of 2

BEING 1.56 acres of land situated in the M. Polk Survey, Abstract No. 993, Denton County, Texas, being a part and out a called 1.81 acre tract of land, described in deed as Tract 2 to TCCI Range-Meade 2021, LLC, recorded in Instrument No. 2022-172715, Real Property Records, Denton County, Texas and being apart and out of Block 1, Range Hill Addition, referenced as Lot 3 Range Hill Road, according to the map thereof recorded in Cabinet L, Page 237, Plat Records, Denton County, Texas, (P.R.D.C.T.), said 1.56 acres of land being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod plastic cap stamped "TOPOGRAPHIC" set for the Southeast corner of this 1.56 acre tract, being on the East line of said Lot 3 and the West line of a called 3.000 acre tract of land, described in deed to Will Holbrook and Donna Holbrook, recorded in Instrument No. 2020-166343, Real Property Records, Denton County, Texas;

THENCE South 88°45'45" West, a distance of 60.00 feet to a 1/2-inch iron rod plastic cap stamped "TOPOGRAPHIC" set for the Southwest corner of this 1.56 acre tract, being on the East line of Lot 1R-1, Block 1, Range Hill Addition, an addition to the city of Justin, Denton County, Texas, recorded in Cabinet Q, Page 328, Plat Records, Denton County, Texas;

THENCE North 01°08'43" West, a distance of 805.80 feet to a 1/2-inch iron rod found for an inter ell corner on the West line of this 1.56 acre tract, being the Northeast corner of Lot 1R-2, Block 1 said Range Hill Addition (Cabinet Q, Page 328);

THENCE South 88°49'07" West, a distance of 265.87 feet to a 1/2-inch iron rod plastic cap stamped "TOPOGRAPHIC" set for an exterior ell corner on the west line of this 1.56 acre tract, being the Northwest corner of said Lot 1R-2, being on the East line of a called 537.18 acre tract of land, described in deed as Tract 1 to TCCI Range-Meade 2021, LLC, recorded in Instrument No. 2022-172715, Real Property Records, Denton County, Texas;

THENCE North 01°31'49" West, a distance of 60.00 feet to a 1/2-inch iron rod plastic cap stamped "TOPOGRAPHIC" set for the Northwest corner of this 1.56 acre tract, being the Southwest corner of a called 12.44 acre tract of land described in deed to Jerry S. Evans, recorded in Volume 4651, Page 469, Deed Records, Denton County, Texas;

THENCE North 88°49'51" East, a distance of 326.15 feet to a 1/2-inch iron rod found for the Northeast corner of this 1.56 acre tract, being the Northwest corner of Lot 2, Block 1, said Range Hill Addition (Cabinet L, Page 237);

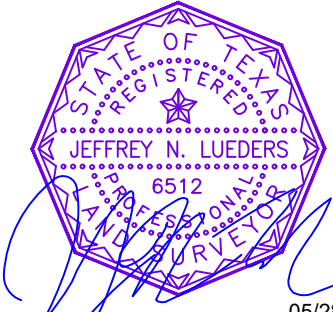
THENCE South 01°09'44" East, a distance of 399.92 feet to a 1/2-inch iron rod found for an angle point on the East line of this 1.56 acre tract, being the Southeast corner of said Lot 2, Block 1 and being the Northwest corner of said 3.000 acre tract;

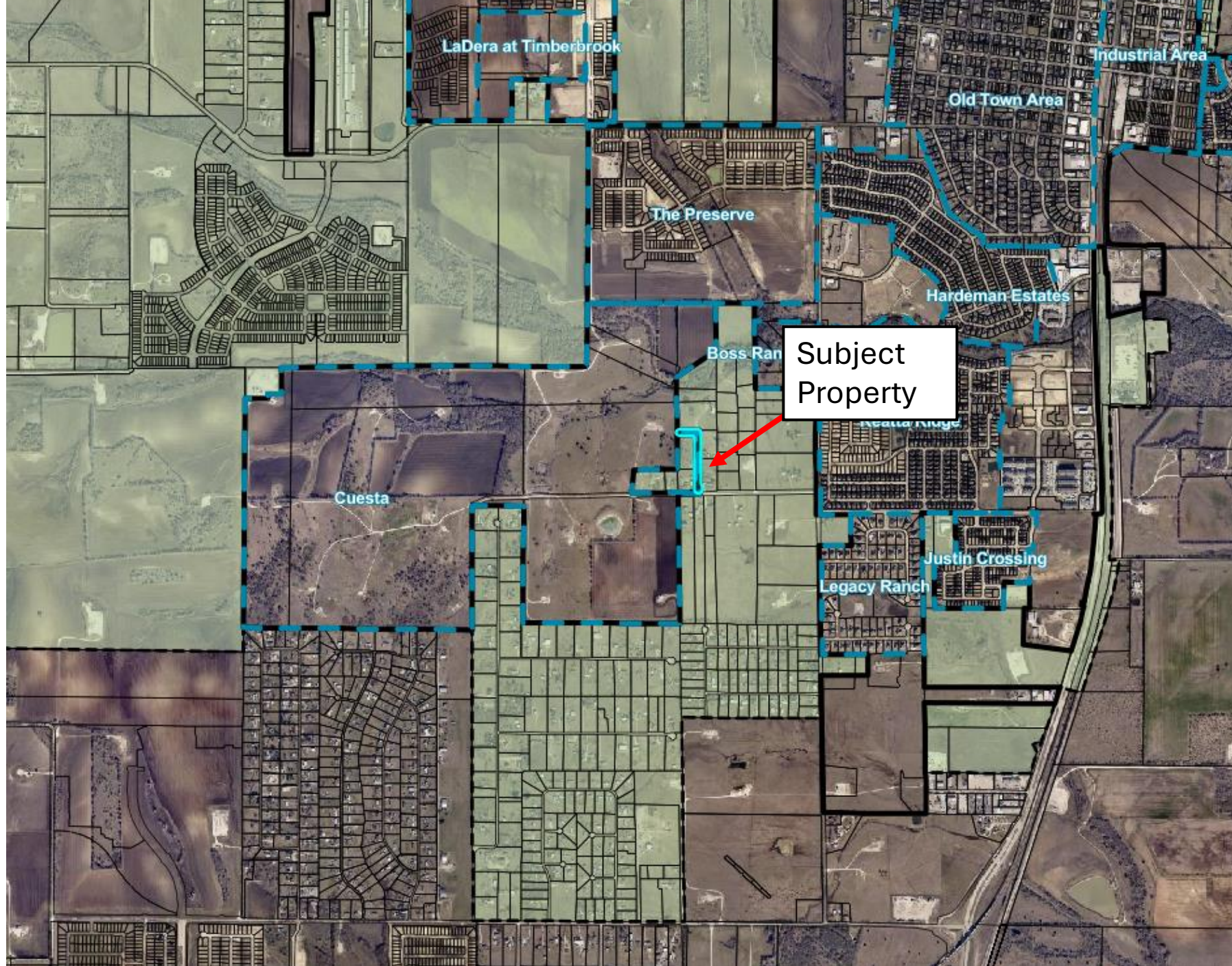
THENCE South 01°08'45" East, a distance of 465.75 feet the POINT OF BEGINNING and containing a total of 1.56 acres of land.

All bearings, distances, and coordinates contained herein are grid, based upon the Texas Coordinate System of 1983 (commonly, Texas State Plane Coordinate System), South Central Zone, in U.S. Survey Feet.

Plat of even date accompanies this field note description.

Topographic, Co.
481 Winscott Road Suite 200
Benbrook, TX 76126


05/28/2025
JEFFREY N. LUEDERS, R.P.L.S. No. 6512
SURVEYED ON THE GROUND: AUGUST 20, 2021

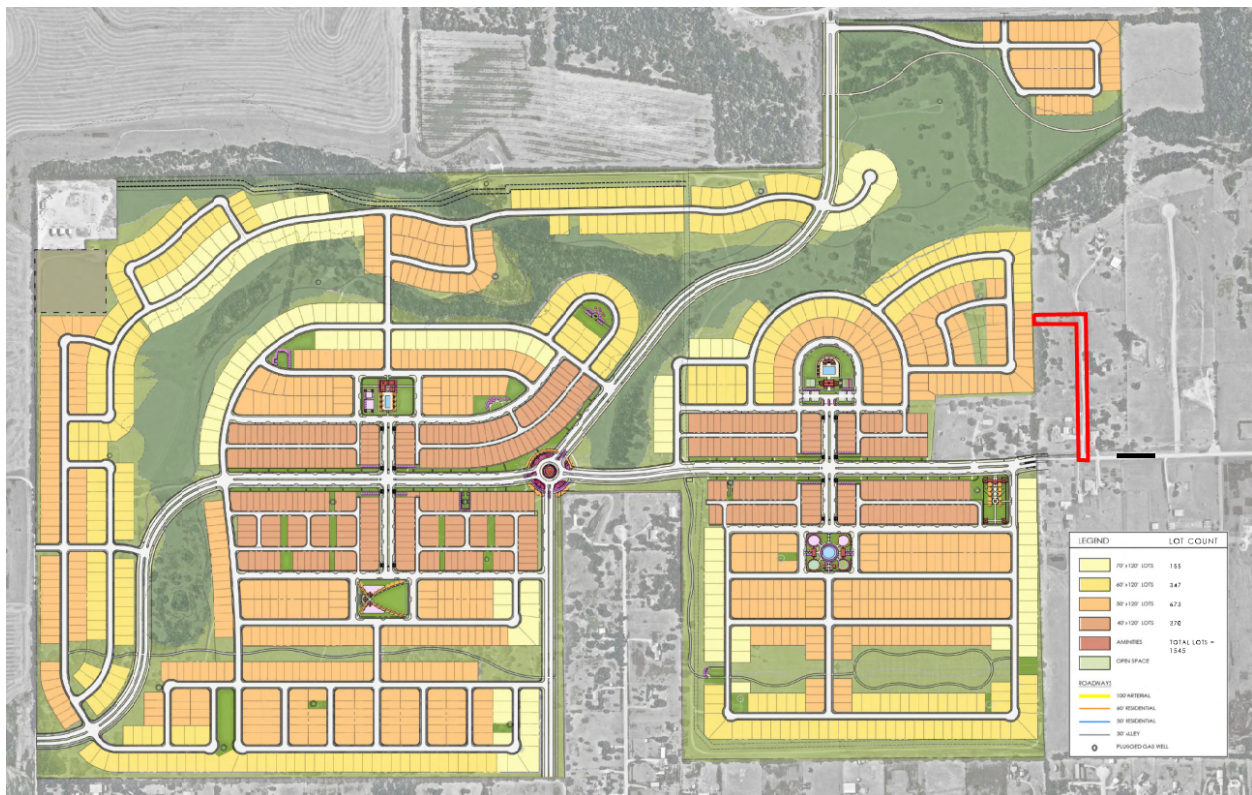


Range Hill Road De-Annexation Request

The request to de-annex Range Hill Road (outlined in red below) is being submitted by the previous fee simple owner of said private road, TCCI Range-Mead 2021 LLC. Range Hill Road was annexed pursuant to TCCI and the City's January 27, 2025, Development Agreement for the 537.18-acre master planned Cuesta development south of FM 407 and west of Boss Range Road. Range Hill Road currently provides access to three private residences (Miller, Byrne, and Evans) north of Range Road and unrelated to the Cuesta development.

As part of an agreement with one of those owners (Millers) to grant additional land needed to improve Range Road as required by the Development Agreement, TCCI has agreed, subject to de-annexation of Range Hill Road, to convey fee simple title to said private road to the Millers, who have agreed along with their neighbors to maintain said private road at their sole expense.

TCCI and its engineers at Kimley Horn have confirmed with City staff that there are no plans to use Range Hill Road for access to the Cuesta development for any purpose, emergency or otherwise, as access is being acquired to Cuesta north from FM 407, south from Sam Reynolds Road, and along Range Road from Boss Range Road.



ORDINANCE NO. 810-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, AMENDING ORDINANCE NO. 798-25 TO DE-ANNEX APPROXIMATELY 1.56 ACRES OF PRIVATE ROADWAY KNOWN AS RANGE HILL ROAD FROM THE CITY LIMITS; PROVIDING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Justin, Texas (“City”) is a home-rule municipality with the authority to annex and de-annex territory pursuant to the Texas Local Government Code and the City Charter; and

WHEREAS, In April of 2025, the City Council approved **Ordinance No. 798-25**, annexing certain territory into the City of Justin, including Range Hill Road, as part of a Development Agreement executed on January 27, 2025 between the City and TCCI Range-Mead 2021 LLC (“TCCI”), governing the development of the 537.18-acre Cuesta master-planned community; and

WHEREAS, TCCI, as the prior fee simple owner of Range Hill Road, has submitted a formal request for the de-annexation of the roadway in order to facilitate a private agreement with the Miller family, one of the adjacent landowners; and

WHEREAS, the agreement provides for the transfer of fee simple title of Range Hill Road to the Miller family, who, along with neighboring landowners, have agreed to assume full maintenance responsibilities at their own expense; and

WHEREAS, City staff, in consultation with TCCI and Kimley-Horn, have verified that Range Hill Road is not necessary for any present or future access—public, emergency, or otherwise—to the Cuesta development, which will be served by FM 407 (north), Sam Reynolds Road (south), and Range Road via Boss Range Road (east); and

WHEREAS, the City has no ongoing municipal need for Range Hill Road and has determined it is in the public interest to remove it from the City's jurisdiction; and

WHEREAS, pursuant to Texas Local Government Code Section 43.142, the governing body of a municipality may initiate de-annexation by ordinance without the need for a public hearing, as confirmed by the City Attorney;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact and legislative intent by the City Council.

SECTION 2. The City Council hereby amends Ordinance No. 798-25 by de-annexing approximately 1.56 acres of private roadway known as Range Hill Road, more particularly described and depicted in Exhibit A attached hereto and incorporated herein by reference for all purposes.

SECTION 3. Upon adoption of this Ordinance, the City of Justin relinquishes all jurisdiction, ownership, and maintenance responsibility associated with the de-annexed segment of Range Hill Road. This de-annexation is contingent upon the successful transfer of fee simple title to the Miller family and written confirmation that private landowners will assume full maintenance responsibility.

SECTION 4. (If any section, subsection, clause, or phrase of this Ordinance is for any reason held to be invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 5. The City Secretary is hereby directed to engross and enroll this Ordinance into the official records of the City of Justin and to file any required documents with Denton County and applicable state agencies.

SECTION 6. This Ordinance shall take effect immediately upon its passage and approval.

DULY PASSED by the City Council of the City of Justin, Texas, on the 26th day of June 2025.

On first reading, the 26th day of June 2025.

On the second and final reading, the 10^h day of July 2025.

APPROVED:

James Clark, Mayor

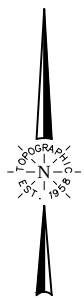
ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney

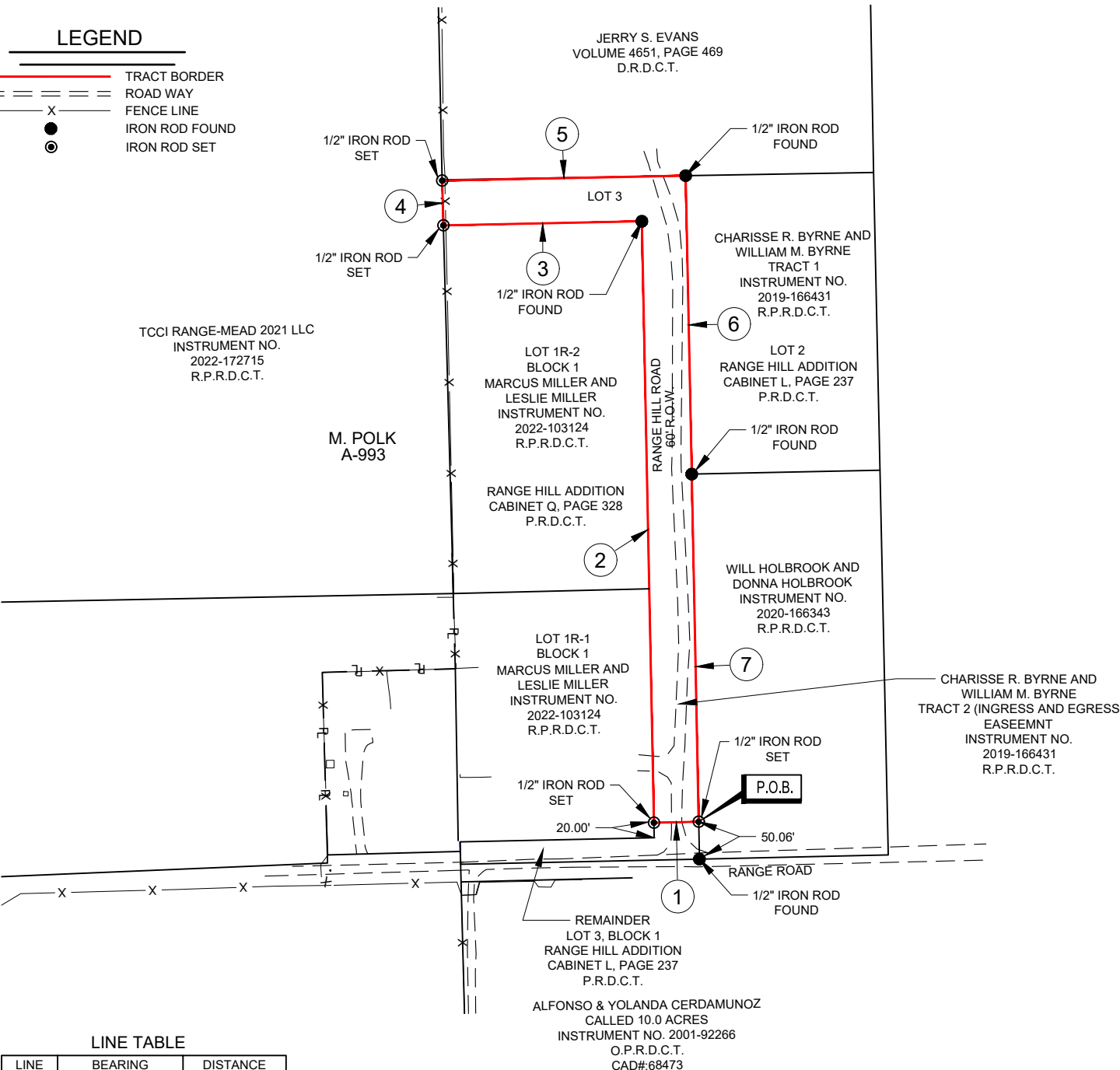
EXHIBIT "A"
M. POLK SURVEY, ABST. NO. 993
DENTON COUNTY, TEXAS
TOTAL AREA: 1.56 ACRES



SCALE: 1" = 200'
0' 100' 200'

LEGEND

- TRACT BORDER
- ROAD WAY
- FENCE LINE
- IRON ROD FOUND
- IRON ROD SET

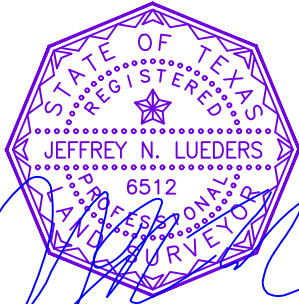


LINE TABLE

LINE	BEARING	DISTANCE
1	S 88°45'45" W	60.00'
2	N 01°08'43" W	805.80'
3	S 88°49'07" W	265.87'
4	N 01°31'49" W	60.00'
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481 WINSOTT ROAD, Ste. 200 • BENBROOK, TEXAS 76126
TELEPHONE: (817) 744-7512 • FAX (817) 744-7554
TEXAS FIRM REGISTRATION NO. 10042504
WWW.TOPOGRAPHIC.COM



05/28/2025

JEFFREY N. LUEDERS, R.P.L.S. No. 6512
SURVEYED ON THE GROUND: AUGUST 20, 2021
Field note description of even date accompanies this plat.

RANGE HILL ROAD	REVISION:	
	INT	DATE
DATE: 05/21/2025		
FILE:BO_RANGE_HILL		
DRAWN BY: DRH		
SHEET: 1 OF 2		

- NOTES:
- THE PROPERTY HAS DIRECT ACCESS TO RANGE HILL ROAD, AN ASSUMED PRIVATE STREET.
 - THERE ARE PROPOSED CHANGES IN STREET RIGHT OF WAY LINES AFFECTING THE PROPERTY, ACCORDING TO THE CITY OF JUSTIN ONLINE GIS WEBSITE.
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 - THERE ARE NO CEMETERIES OR BURIAL GROUNDS LOCATED ON THE PREMISES.

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DENTON COUNTY, TEXAS
1.56 ACRE TRACT DESCRIPTION

May 21, 2025
Sheet 2 of 2

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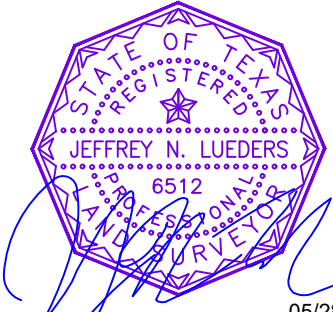
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All bearings, distances, and coordinates contained herein are grid, based upon the Texas Coordinate System of 1983 (commonly, Texas State Plane Coordinate System), South Central Zone, in U.S. Survey Feet.

Plat of even date accompanies this field note description.

Topographic, Co.
481 Winscott Road Suite 200
Benbrook, TX 76126


05/28/2025
JEFFREY N. LUEDERS, R.P.L.S. No. 6512
SURVEYED ON THE GROUND: AUGUST 20, 2021



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 1. (ACTION ITEMS)

Title: Consider approving Resolution 763-25 approving Construction Plans for Peterson Park; and take appropriate action

Department: Development

Contact: Joshua Little, Public Works Director

Recommendation:

City Administration recommends approving Resolution 763-25, as presented.

Background:

On August 8, 2024, the City of Justin approved Resolution 699-24 accepting the donation of the park to the City. In the resolution it required that the Construction Plans be recommended by the Parks and Recreation Advisory Board with ultimate approval by City Council. The City of Justin was presented with a unique opportunity to partner with Bloomfield Homes in the development of a new public park—at no cost to the City.

Bloomfield Homes owned a 2.7-acre parcel located on the east side of Timberbrook Parkway at 7th Street, just north of FM 407 and immediately south of the water tower. The parcel was originally designated as the future site of a fire station. Bloomfield Homes proposed donating the land to the City for the purpose of creating a neighborhood park.

The conceptual plan for the park includes a variety of community-oriented amenities, such as:

- A building with storage and restroom facilities
 - A basketball court
 - Pickleball courts, a ping-pong table, and corn hole on all-weather surfaces
 - An open-air amphitheater with lawn seating for approximately 200 people
 - Visitor parking and designated areas with electric service to support food trucks
-

- Trails and open green space for passive recreation

To encourage community feedback, the City requested that the Timberbrook HOA post the draft Neighborhood Park Concept Plan on its website, providing HOA members an opportunity to review the proposal and submit input.

The Parks and Recreation Advisory Board discussed the proposed park at its meeting on **June 14, 2024**, and recommended approval to the City Council, contingent upon the Board being allowed to review and comment on the final construction plans.

The Justin City Council formally accepted the donated parcel and approved the creation of the new park—now known as **Peterson Park**—at its meeting on **August 8, 2024**.

In **December 2024**, the developer submitted construction plans to City staff for review. An internal Development Review Committee (DRC) meeting was held on **January 3, 2025**, where staff reviewed the plans and compiled technical comments, which are included in this agenda packet.

Most recently, on **May 13, 2025**, the Parks and Recreation Advisory Board reviewed the final construction plans for Peterson Park. The Board unanimously recommends that the City Council approve the construction plans as presented.

PREVIOUS SUBMITTALS:

Previous submittals and comments have been attached from January 2025 for Council review.

EXHIBIT A- PROPOSED CONSTRUCTION PLANS:

<https://www.dropbox.com/scl/fi/q6lx8j8ad5q1rii3pctam/DPI035-Owner-Submittal-06-17-2025.pdf?rlkey=w5n7fpxz1myh3yntzrw6ldwr6&st=z6xhnchq&dl=0>

City Attorney Review: N/A

Attachments:

1. 1st Review Timberbrook Ph 6 Civil Comments
2. Park Tree & Plant Legend with Photos
3. Review Exhibits 1-6-25
4. DPI035-Amenity Concept Plan
5. Resolution 699-24 Donation of Parkland by Bloomfield Homes 8_8_2024
6. Proposed Resolution



1st Review 240039 Timberbrook Park Ph 6 Civil Plans

01/06/2025

Jim Douglas
2309 av K suite 100
Plano, Tx 75074

Re: 1st Review 240039 Timberbrook Park Ph 6 Civil Plans

Dear Jim,

City of Justin has completed its Application Review of the subject proposal. The following review comments, attachments and "redlined plan markups" are included as a part of City's Correction letter:

Written Review Comments

N/A

Engineering Comments

Drainage - The drainage system drains and discharges via headwall at south end of park towards Lot 14. The drainage should tie into the drainage pipe in inlet in order to not put it towards Lot 14 when there is a drainage easement between it and the park. It seems like a way inlet could be installed on line to pick up the water if the headwall is used just grade downstream to capture water prior to reaching lot 14.

Public Works Comments

1. Remove food truck area and concrete island and replace with parking spaces
2. Add fencing around Basketball court
3. Connect sidewalk on west side of basketball court and pour a concrete pad under player benches
4. Add fencing on west side of Pickleball court up to the concrete pad
5. Add lighting with timers at Basketball and Pickleball Courts
6. Add lighting along sidewalk/pathways
7. Add a roll up style door to the storage area of the bathroom building
8. Relocate trash cans that are between the benches on the north and south side of the event lawn
9. Install necessary hardware in amphitheater concrete pad for future installation of covered structure
10. Dog stations need to accept the same size bags we currently use for other parks or change the dog station to match the same as other parks
11. Remove Mexican Feather grass from picnic table area at event lawn and replace with low maintenance option
12. Monument sign with Park name
13. Veneer to be cohesive and consistent with all buildings, signage and structures
14. Stainless steel bathroom fixtures

Craig/Steve Mark Ups:

"S:\PublicWorks\Planning & Development\Plan Review\Timberbrook\Ph.6 Park\REDLINED_DPI035-Owner Submittal 11-14-2024.pdf"

Fire Comments

Extinguisher in between restrooms and one on the covered picnic table area.

Knox Box or similar device as approved by the Fire Department located at the front of restrooms with master key.

Planning

Please include monument signage location and rendering. We would also like the monument signage to be constructed at the same time as the park.

Automatic time lighting for basketball Court and Pickleball Court.

Shade structure and Restroom Building are to be permitted separately

Recommend two trees to be relocated. See mark up.

Please provide a separate Phased concept plan. Phase I, Phase II, and Phase III. City will fund Phase II and Phase III.

Please place a note on the Civils stating the following "All MEP submittals are subject to a separate building permit submittal and will conform to all the applicable codes for the City of Justin".

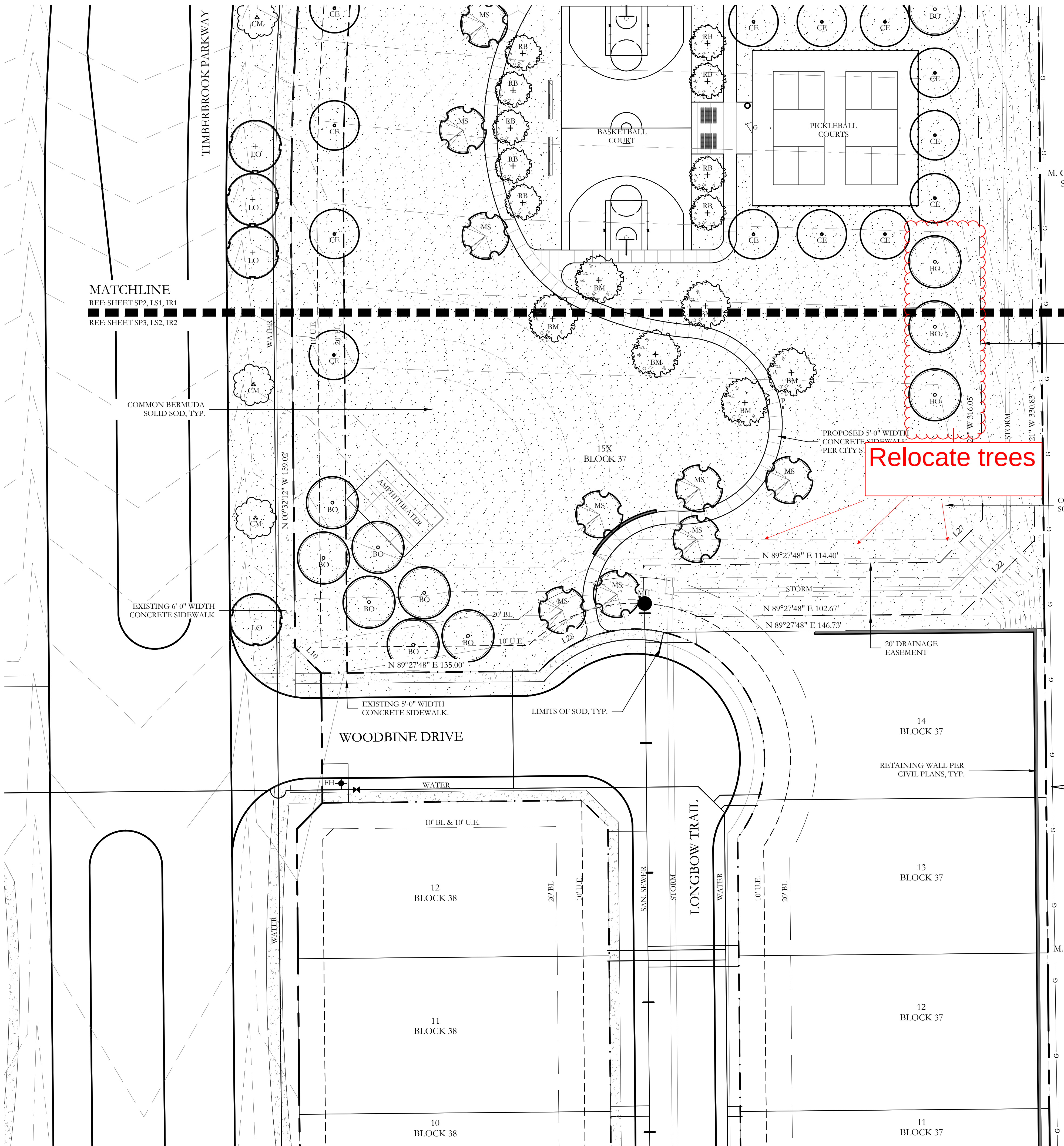
How to respond to Comments:

Please provide written responses to corrections and comments in one attachment (combine all sheets) with the requested changes to development@cityofjustin.com. If you have any questions please feel free to reach out to mcyr@cityofjustin.com or storres@cityofjustin.com.

Sincerely,

Development Services

I:\gis\cdmcc\projects\dp01035\dwg\dp01035-1a.dwg



PLANT LEGEND					
SYMBOL	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	SPACING
	LO	LIVE OAK	QUERCUS VIRGINIANA	3" CALIPER	AS SHOWN
	BO	BUR OAK	QUERCUS MACROCARPA	3" CALIPER	AS SHOWN
	BM	BIG TOOTH MAPLE	ACER GRANDIDENTATUM	3" CALIPER	AS SHOWN
	LE	LACEBARK ELM	ULMUS PARVIFOLIA	3" CALIPER	AS SHOWN
	CE	CEDAR ELM	ULMUS CRASSIFOLIA	3" CALIPER	AS SHOWN
	MS	MEXICAN SYCAMORE	PLATANUS MEXICANA	3" CALIPER	AS SHOWN
	RB	TEXAS REDBUD	CERCIS CANADENSIS VAR. TEXENSIS	2" CALIPER	AS SHOWN
	CM	DYNAMITE RED GRAPE MYRTLE	LAGERSTROEMIA INDICA "WHIT II"	2" CALIPER	AS SHOWN
		SPANISH DAGGER YUCCA	YUCCA ROSTRATA	7 GALLON	48" O.C.
		TEXAS DWARF PALMETTO	SABAL MINOR	7 GALLON	48" O.C.
		DWARF FOUNTAIN GRASS	PENNISETUM ALOPECUROIDES "HAMELN"	1 GALLON	18" O.C.
		AUTUMN SAGE	SALVIA GREGGII	1 GALLON	18" O.C.
		MEXICAN FEATHER GRASS	NASSELLA TENUISSIMA	1 GALLON	18" O.C.
		COMMON BERMUDA GRASS	CYNODON DACTYLON	SOLID SOD	

!! WARNING!!
APPROXIMATE LOCATION OF EXISTING UNDERGROUND UTILITIES. CONTRACTOR SHALL COORDINATE WITH APPROPRIATE UTILITY COMPANIES PRIOR TO CONSTRUCTION.

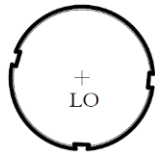
SITE PLAN
TIMBERBROOK
PHASE 6
HOA OPEN SPACE LOT 15X
BLOCK 37
~AMENITY CENTER~
BEING 2.706 ACRES OUT OF THE
M. GARNETT SURVEY
ABSTRACT NO. 439
CITY OF JUSTIN, DENTON COUNTY, TEXAS

OWNER / DEVELOPER:
BLOOMFIELD HOMES, LP
1050 E. HWY 114, SUITE 210
SOUTHLAKE, TEXAS 76092
PH. 817-416-1572
CONTACT: CURT MILLWARD

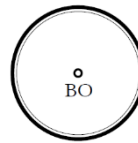
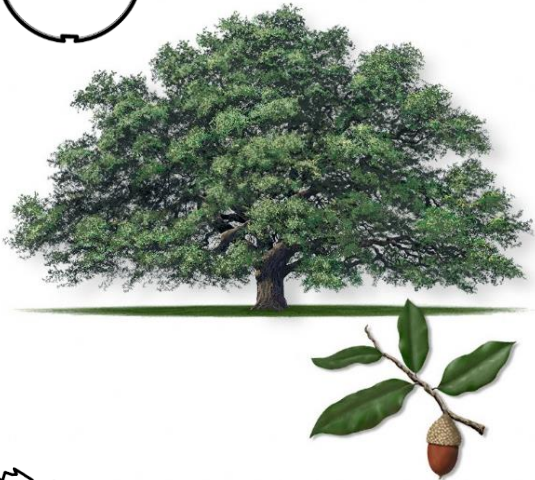
LANDSCAPE ARCHITECT:
JOHNSON VOLK CONSULTING
704 CENTRAL PARKWAY EAST, SUITE 1200
PLANO, TEXAS 75074
PH. 972-201-3100
CONTACT: CODY JOHNSON, RLA, ASLA, LI



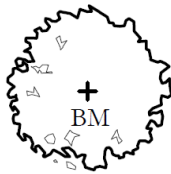
Timberbrook Park Tree and Plant Legend



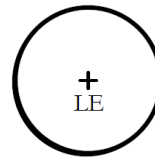
Live Oak Tree



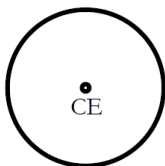
Bur Oak Tree



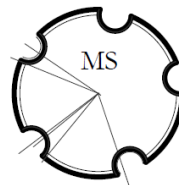
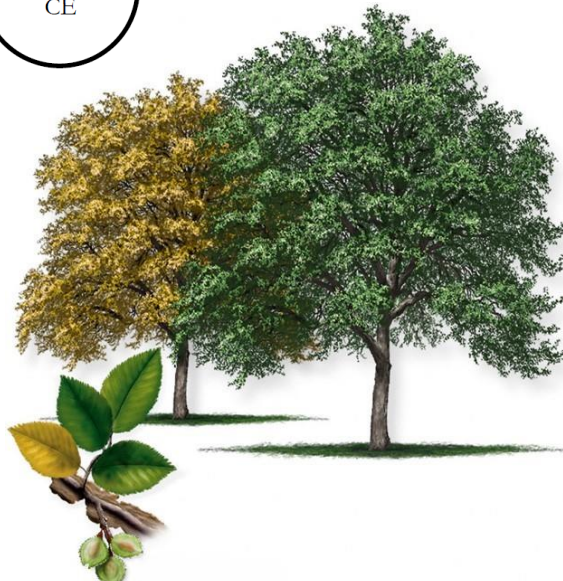
Big Tooth Maple Tree



Lacebark Elm Tree

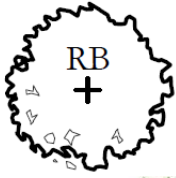


Cedar Elm Tree

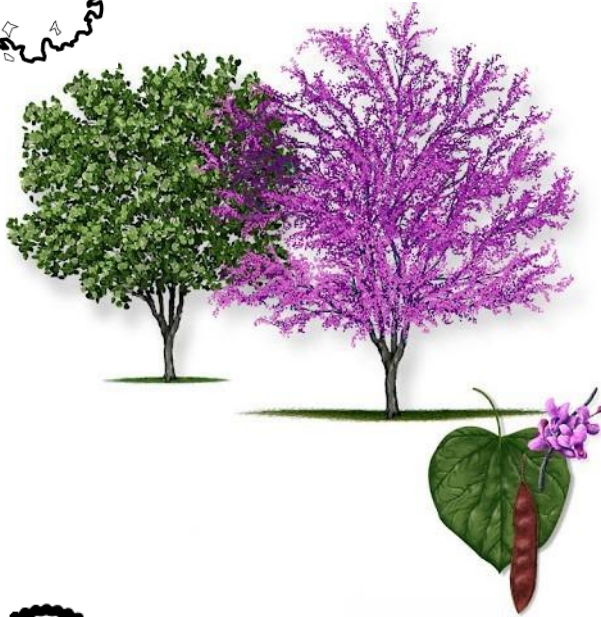


Mexican Sycamore Tree





Texas Redbud Tree



Dynamite Red Crape Myrtle Tree



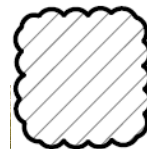
Spanish Dagger Yucca



Texas Dwarf Palmetto

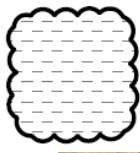


Dwarf Fountain Grass



Autumn Sage





Mexican Feather Grass



GENERAL CONSTRUCTION NOTES

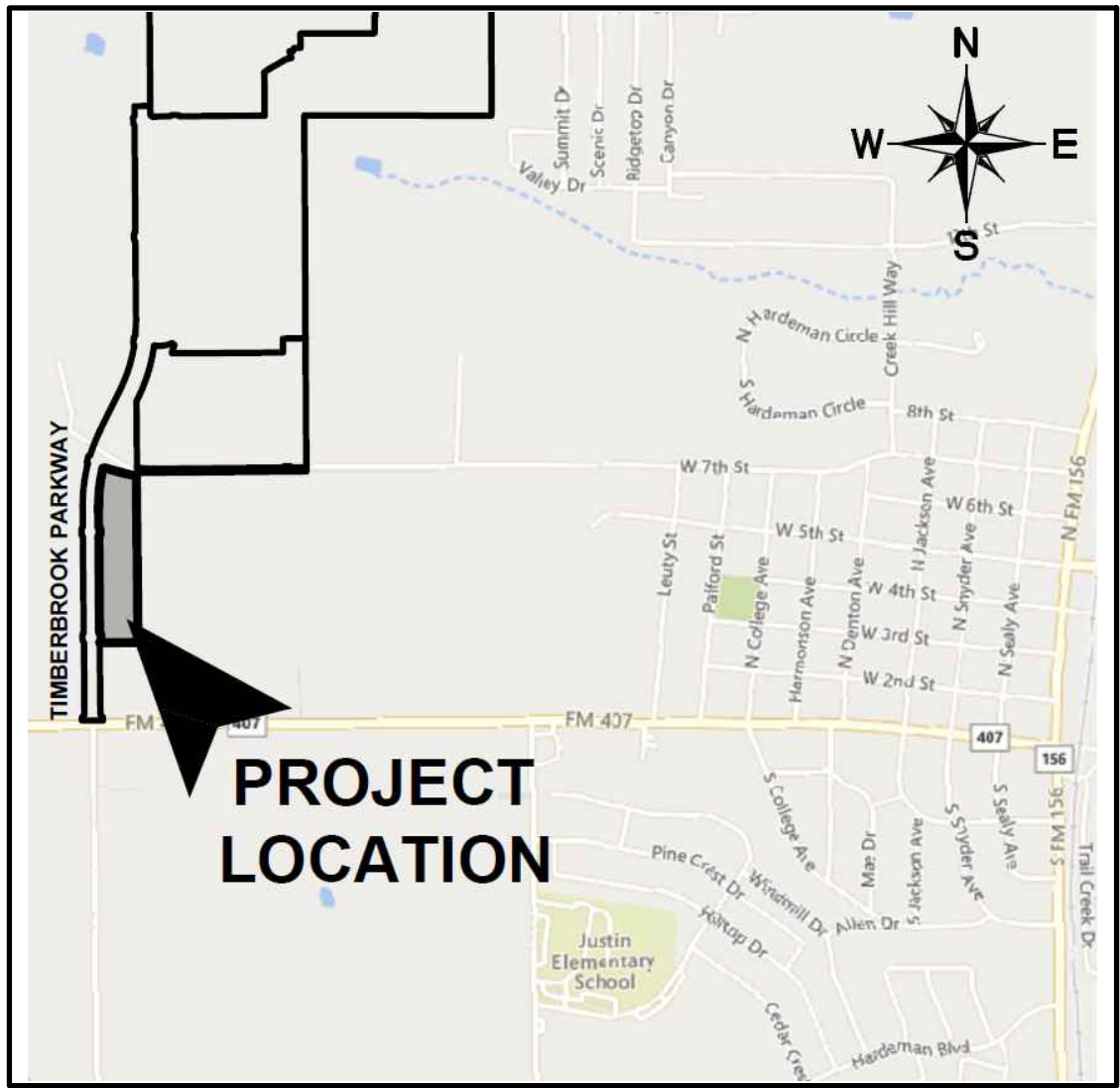
- ALL CONSTRUCTION, TESTING, AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY'S CURRENT STANDARDS, DETAILS, AND SPECIFICATIONS.
- PRIOR TO ANY CONSTRUCTION ACTIVITIES, THE CONTRACTOR SHALL BE FAMILIAR WITH THE PLANS INCLUDING ALL NOTES, STANDARD SPECIFICATIONS, DETAILS, AND CITY STANDARDS.
- TESTING AND INSPECTION OF MATERIALS SHALL BE PERFORMED BY A COMMERCIAL TESTING LABORATORY APPROVED BY THE CLIENT AND CITY. CONTRACTOR SHALL FURNISH MATERIALS OR SPECIMENS FOR TESTING, AND SHALL FURNISH SUITABLE EVIDENCE THAT THE MATERIALS PROPOSED TO BE INCORPORATED INTO THE WORK ARE IN ACCORDANCE WITH THE SPECIFICATIONS.
- CONTRACTOR SHALL NOTIFY THE CITY AT LEAST 48 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO BEGINNING ANY CONSTRUCTION.
- CONTRACTOR MUST KEEP AVAILABLE ON-SITE AT ALL TIMES APPROVED CONSTRUCTION PLANS AND COPIES OF ANY REQUIRED PERMITS ALONG WITH THE CURRENT VERSIONS OF THE FOLLOWING REFERENCES: CITY OF JUSTIN ENGINEERING STANDARDS, NCTCOG SPECIFICATIONS, TxDOT SPECIFICATIONS, TxDOT STANDARD DRAWINGS.
- ALL SHOP DRAWINGS, WORKING DRAWINGS OR OTHER DOCUMENTS WHICH REQUIRE REVIEW BY THE CITY SHALL BE SUBMITTED BY THE CONTRACTOR SUFFICIENTLY IN ADVANCE OF SCHEDULED CONSTRUCTION TO ALLOW NO LESS THAN 14 CALENDAR DAYS FOR REVIEW AND RESPONSE BY THE CITY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REQUIRED CONSTRUCTION SURVEYING AND STAKING AND SHALL NOTIFY THE CLIENT AND CITY OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH ANY WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL SURVEY MARKERS INCLUDING IRON RODS, PROPERTY CORNERS, OR SURVEY MONUMENTS WITHIN THE LIMITS OF CONSTRUCTION AND OUTSIDE ROW DURING CONSTRUCTION. ANY SURVEY MARKERS DISTURBED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE CLIENT.
- CONTRACTOR IS RESPONSIBLE FOR KEEPING STREETS AND DRIVEWAYS ADJACENT TO THE PROJECT FREE OF MUD AND DEBRIS AT ALL TIMES. CONTRACTOR SHALL CLEAN UP AND REMOVE ALL LOOSE MATERIAL RESULTING FROM CONSTRUCTION OPERATIONS. THE CONTRACTOR SHALL TAKE ALL AVAILABLE PRECAUTIONS TO CONTROL DUST.
- THE EXISTENCE AND LOCATIONS OF THE PUBLIC AND FRANCHISE UTILITIES SHOWN ON THE DRAWINGS WERE OBTAINED FROM AVAILABLE RECORDS AND ARE APPROXIMATE. THE CONTRACTOR SHALL DETERMINE THE DEPTH AND LOCATION OF EXISTING UNDERGROUND UTILITIES PRIOR TO EXCAVATING, TRENCHING, OR DRILLING AND SHALL BE REQUIRED TO TAKE ANY PRECAUTIONARY MEASURES TO PROTECT ALL LINES SHOWN AND / OR ANY OTHER UNDERGROUND UTILITIES NOT OF RECORD OR NOT SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL PUBLIC AGENCIES AND FRANCHISE UTILITIES 48 HOURS PRIOR TO CONSTRUCTION. (DIG-TESS 1-800-344-8377) THE CONTRACTOR MAY BE REQUIRED TO EXPOSE THESE FACILITIES AT NO COST TO THE CITY. THE CONTRACTOR WILL BE RESPONSIBLE FOR DAMAGES TO UTILITIES IF THE DAMAGE IS CAUSED BY NEGLIGENCE OR FAILURE TO HAVE LOCATES PERFORMED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING FACILITIES OR ADJACENT PROPERTIES DURING CONSTRUCTION. ANY REMOVAL OR DAMAGE TO EXISTING FACILITIES SHALL BE REPLACED OR REPAIRED TO EQUAL OR BETTER CONDITION BY THE CONTRACTOR.
- CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING AND INSTALLING ALL TEMPORARY AND PERMANENT TRAFFIC CONTROL IN ACCORDANCE WITH THE MINIMUM REQUIREMENTS OF THE LATEST REVISION OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (TMUTCD) AND TxDOT BARRICADE AND CONSTRUCTION STANDARDS.
- CONTRACTOR SHALL NOT IMPEDE TRAFFIC ON EXISTING STREETS, DRIVEWAYS, ALLEYS, OR FIRE LANES OPEN TO THE PUBLIC. IN THE EVENT THE CONSTRUCTION WORK REQUIRES THE CLOSURE OF AN EXISTING STREET, ALLEY, OR FIRE LANE, THE CONTRACTOR SHALL REQUEST THE ROAD CLOSURE THROUGH THE CITY TRAFFIC DIVISION.
- CONTRACTOR SHALL NOT STORE MATERIALS, EQUIPMENT OR OTHER CONSTRUCTION ITEMS ON ADJACENT PROPERTIES OR RIGHT-OF-WAY WITHOUT THE PRIOR WRITTEN CONSENT OF THE PROPERTY OWNER AND THE CITY.
- TEMPORARY FENCING SHALL BE INSTALLED PRIOR TO THE REMOVAL OF EXISTING FENCING. TEMPORARY FENCING SHALL BE REMOVED AFTER PROPOSED FENCING IS APPROVED BY THE CITY. ALL TEMPORARY AND PROPOSED FENCING LOCATIONS SHALL BE SUBJECT TO FIELD REVISIONS AS DIRECTED BY THE CITY.
- UNUSABLE EXCAVATED MATERIAL, OR CONSTRUCTION DEBRIS SHALL BE REMOVED AND DISPOSED OF OFF-SITE AT AN APPROVED DISPOSAL FACILITY BY THE CONTRACTOR AT HIS EXPENSE.
- CONTRACTOR SHALL AVOID DAMAGE TO EXISTING TREES. WHEN NECESSARY, TREES AND SHRUB TRIMMING FOR CONSTRUCTION SHALL BE PERFORMED BY CERTIFIED TREE WORKER OR UNDER THE DIRECTION OF A REGISTERED LANDSCAPE ARCHITECT OR CERTIFIED ARBORIST.
- EROSION CONTROL DEVICES SHALL BE INSTALLED ON ALL PROJECTS PRIOR TO BEGINNING CONSTRUCTION AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT IN A CONDITION ACCEPTABLE TO THE CITY.
- CONTRACTOR SHALL LOCATE AND PROTECT ALL EXISTING LANDSCAPE IRRIGATION SYSTEMS. DAMAGE TO EXISTING IRRIGATION SYSTEMS AND LANDSCAPE MATERIALS SHALL BE RESTORED TO EQUAL OR BETTER CONDITION AT NO COST TO CITY OR CLIENT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN A NEAT AND ACCURATE RECORD OF CONSTRUCTION FOR THE CLIENT'S AND CITY'S RECORDS.

CONSTRUCTION PLANS FOR AMENITY CENTER IMPROVEMENTS

~TIMBERBROOK PH. 6~

CITY OF JUSTIN
DENTON COUNTY, TEXAS

SUBMITTAL DATE: November 12, 2024



LOCATION MAP
NOT TO SCALE

SHEET INDEX	
SP1	OVERALL LAYOUT PLAN
SP2-SP3	SITE PLAN
U1	UTILITY PLAN
7	DRAINAGE AREA MAP
SG1-SG7	GRADING AND DRAINAGE PLAN
SG8	GRADING AND DRAINAGE DETAILS
L1-L2	LAYOUT PLAN
L3	EROSION CONTROL PLAN
L4-L10	SITE DETAILS
LS1-LS2	LANDSCAPE PLANS
LS3	LANDSCAPE DETAILS
IR1-IR2	IRRIGATION PLANS
IR3-IR4	IRRIGATION DETAILS
A2.00-6.00	ARCHITECTURE PLANS
N1.00-N1.03	ADA STANDARDS
MEP0.01-P4.01	MEP PLANS
S1.1-S4.1	STRUCTURAL PLANS

GENERAL LANDSCAPE NOTES:

INSPECTIONS:

- NO EXCAVATION SHALL OCCUR IN CITY R.O.W. WITHOUT A R.O.W. PERMIT-CONTACT THE PUBLIC WORKS DEPARTMENT.
- THE CONTRACTOR SHALL MARK ALL WATER LINES, SEWER LINES, AND TREE LOCATIONS PRIOR TO CALLING FOR ROW INSPECTION AND PERMIT.
- THE LANDSCAPE INSTALLATION SHALL COMPLY WITH APPROVED LANDSCAPE DRAWINGS PRIOR TO FINAL ACCEPTANCE BY THE CITY AND ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
- WATER METERS, CLEANOUTS AND OTHER APPURTENANCES, SHALL BE ACCESSIBLE, ADJUSTED TO GRADE, CLEARLY MARKED WITH FLAGGING AND COMPLIANT WITH PUBLIC WORKS DEPARTMENT STANDARDS PRIOR TO CALLING FOR FINAL LANDSCAPE AND ROW INSPECTIONS.

LANDSCAPE STANDARDS:

- PLANTINGS AND LANDSCAPE ELEMENTS SHALL COMPLY WITH THE CITY'S ENGINEERING DESIGN STANDARDS, PUBLIC R.O.W. VISIBILITY REQUIREMENTS.
- UNLESS OTHERWISE SPECIFIED, TREES SHALL BE PLANTED NO LESS THAN 4' FROM CURBS, SIDEWALKS, UTILITY LINES, SCREENING WALLS AND OTHER STRUCTURES. THE CITY HAS FINAL APPROVAL FOR ALL TREE PLACEMENTS.
- A MINIMUM THREE FEET (3') RADIUS AROUND A FIRE HYDRANT MUST REMAIN CLEAR OF LANDSCAPE PURSUANT TO THE FIRE CODE.
- STREET TREES, WHERE REQUIRED, SHALL BE (10') MINIMUM FROM THE EDGE OF A STORM SEWER CURB INLET BOX AND THE EDGE OF THE ROOT BALL SHALL BE (4') MINIMUM FROM THE WATER METER.
- THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014) SPECIFICATIONS SHALL GOVERN PLANT QUALIFICATIONS, GRADES, AND STANDARDS.
- TREE PLANTING SHALL COMPLY WITH DETAILS HEREIN AND THE INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) STANDARDS.
- A 2-3" LAYER OF MULCH SHALL BE PROVIDED AROUND THE BASE OF THE PLANTED TREE. THE MULCH SHALL BE PULLED BACK 4" FROM THE TRUNK OF THE TREE.
- TREE PITS SHALL BE TESTED FOR WATER PERCOLATION. IF WATER DOES NOT DRAIN OUT OF TREE PIT WITHIN 24-HOURS, THE TREE SHALL BE MOVED OR DRAINAGE SHALL BE PROVIDED.
- ALL BEDS TO HAVE 3" OF COMPOSTED SOIL, LIVING EARTH TECHNOLOGY, OR APPROVED EQUAL FILLED AND TURNED TO A DEPTH OF 8" MINIMUM.
- ALL PLANT BEDS SHALL BE TOP-DRESSED WITH A MINIMUM OF 3 INCHES OF HARDWOOD MULCH.
- NATIVE SITE TOPSOIL IS TO BE PROTECTED FROM EROSION OR STOCKPILED. NATIVE SITE TOPSOIL SHALL BE LABORATORY TESTED BY AND ACCREDITED LABORATORY AND AMENDED PER SAID LABORATORY'S RECOMMENDATIONS.

IRRIGATION STANDARDS:

- ANY CHANGES TO THESE APPROVED IRRIGATION DRAWINGS SHALL BE AUTHORIZED BY THE CITY.
- CONTACT DEVELOPMENT SERVICES FOR AN IRRIGATION PERMIT PRIOR TO INSTALLING THE IRRIGATION SYSTEM.
- IRRIGATION OVER-SPRAY ON STREETS AND WALKS IS PROHIBITED.
- MAINLINES, VALVES, OR CONTROL WIRES SHALL NOT BE LOCATED IN THE CITY'S ROW.
- ET IRRIGATION CONTROLLERS SHALL BE PROGRAMMED AND ADJUSTED TO NOT EXCEED THE LANDSCAPE WATER ALLOWANCE (LWA) PRIOR TO APPROVAL OF LANDSCAPE INSTALLATION.
- VALVES SHALL BE LOCATED A MINIMUM OF (5') AWAY FROM STORM SEWERS, AND SANITARY SEWER LINES AND 5 FEET FROM CITY FIRE HYDRANTS AND WATER VALVES.
- THE BORE DEPTH UNDER STREETS, DRIVE AISLES, AND FIRE LANES SHALL PROVIDE (2') OF CLEARANCE (MINIMUM).
- IRRIGATION HEADS THAT RUN PARALLEL AND NEAR PUBLIC WATER AND SANITARY SEWER LINES; SHALL BE FED FROM STUBBED LATERALS OR BULL-BEADS. A MINIMUM FIVE FOOT (5') SEPARATION IS REQUIRED BETWEEN IRRIGATION MAIN LINES AND LATERALS THAT RUN PARALLEL TO PUBLIC WATER AND SANITARY SEWER LINES.
- NO VALVES, BACKFLOW PREVENTION ASSEMBLIES, QUICK COUPLERS ETC. SHALL BE LOCATED CLOSER THAN 10' FROM THE CURB AT STREET OR DRIVE INTERSECTION.

MAINTENANCE STANDARDS:

- THE OWNER SHALL BE RESPONSIBLE FOR THE ESTABLISHMENT, MAINTENANCE, AND VIGOR OF PLANT MATERIAL IN ACCORDANCE WITH THE DESIGN INTENT AND AS APPROPRIATE FOR THE SEASON OF THE YEAR.
- LANDSCAPE AND OPEN AREAS SHALL BE FREE OF TRASH, LITTER AND WEEDS.
- NO PLANT MATERIAL SHALL BE ALLOWED TO ENCROACH ON R.O.W., SIDEWALKS OR EASEMENTS TO THE EXTENT THAT VISION OR ROUTE OF TRAVEL FOR VEHICULAR, PEDESTRIAN, OR BICYCLE TRAFFIC IS IMPEDED.
- TREE MAINTENANCE SHALL BE IN ACCORDANCE WITH THE STANDARDS OF THE INTERNATIONAL SOCIETY OF ARBORICULTURE.
- TREE STAKING MATERIALS, IF USED, SHALL BE REMOVED AFTER (1) GROWING SEASON, NO MORE THAN (1) YEAR AFTER INSTALLATION (STEEL TREE STAKES, WIRES, AND HOSES ARE PROHIBITED).

TREE PROTECTION NOTES:

- CONTACT DEVELOPMENT SERVICES FOR A TREE REMOVAL PERMIT PRIOR TO REMOVAL OR TRANSPLANTING OF ANY TREES.
- ALL TREES WHICH ARE TO REMAIN ON SITE SHALL BE PROTECTED WITH A (4") TALL, BRIGHTLY COLORED PLASTIC FENCE, OR SILT FENCE, PLACED AT THE DRIP LINE OF THE TREES.
- PRIOR TO THE PRE-CONSTRUCTION MEETING OR OBTAINING A GRADING PERMIT, ALL TREE MARKINGS AND PROTECTIVE FENCING SHALL BE INSTALLED BY THE OWNER AND BE INSPECTED BY DEVELOPMENT SERVICES.
- NO EQUIPMENT SHALL BE CLEANED, OR HARMFUL LIQUIDS DEPOSITED WITHIN THE LIMITS OF THE ROOT ZONE OF TREES WHICH REMAIN ON SITE.
- NO SIGNS, WIRES, OR OTHER ATTACHMENTS SHALL BE ATTACHED TO ANY TREE TO REMAIN ON SITE.
- VEHICULAR AND CONSTRUCTION EQUIPMENT SHALL NOT PARK OR DRIVE WITHIN THE LIMITS OF THE DRIP LINE.
- GRADE CHANGES IN EXCESS OF 3 INCHES (CUT OR FILL) SHALL NOT BE ALLOWED WITHIN A ROOT ZONE, UNLESS ADEQUATE TREE PRESERVATION METHODS ARE APPROVED BY THE CITY.
- NO TRENCHING SHALL BE ALLOWED WITHIN THE DRIP-LINE OF A TREE, UNLESS APPROVED BY THE CITY.
- ALL REMOVED TREES SHALL BE CHIPPED AND USED FOR MULCH ON SITE OR HAULED OFF-SITE.
- ALL TREE MAINTENANCE TECHNIQUES SHALL BE IN CONFORMANCE WITH INDUSTRY IDENTIFIED STANDARDS. IMPROPER OR MALICIOUS PRUNING TECHNIQUES ARE STRICTLY PROHIBITED.



TBP&LS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

Public Works Reviewed

January 2, 2025

See comments.

OWNER / DEVELOPER:

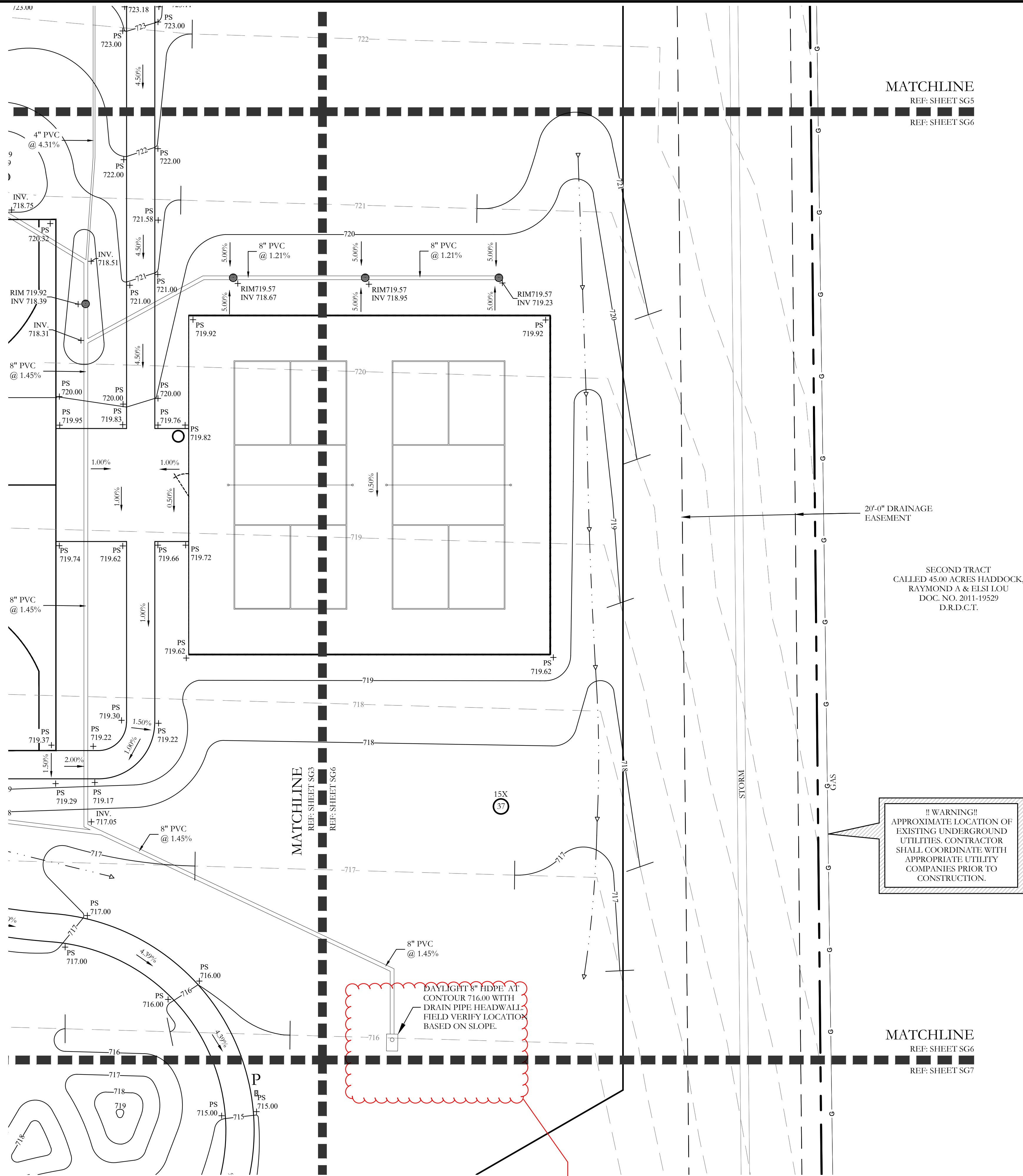
BLOOMFIELD HOMES, LP
1050 E. HWY 114, SUITE 210
SOUTHLAKE, TEXAS 76092
PH. 817-416-1572
CONTACT: CURT MILLWARD

CIVIL ENGINEER:

GOODWIN & MARSHALL
ENGINEERING & SURVEYING.
2559 SW GRAPEVINE PKWY,
GRAPEVINE, TEXAS 76051
PH. 817-329-4373

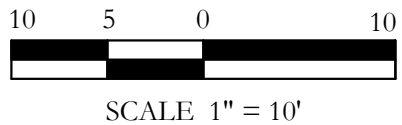
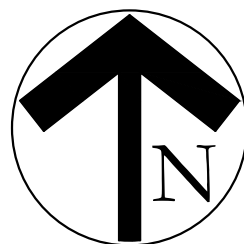
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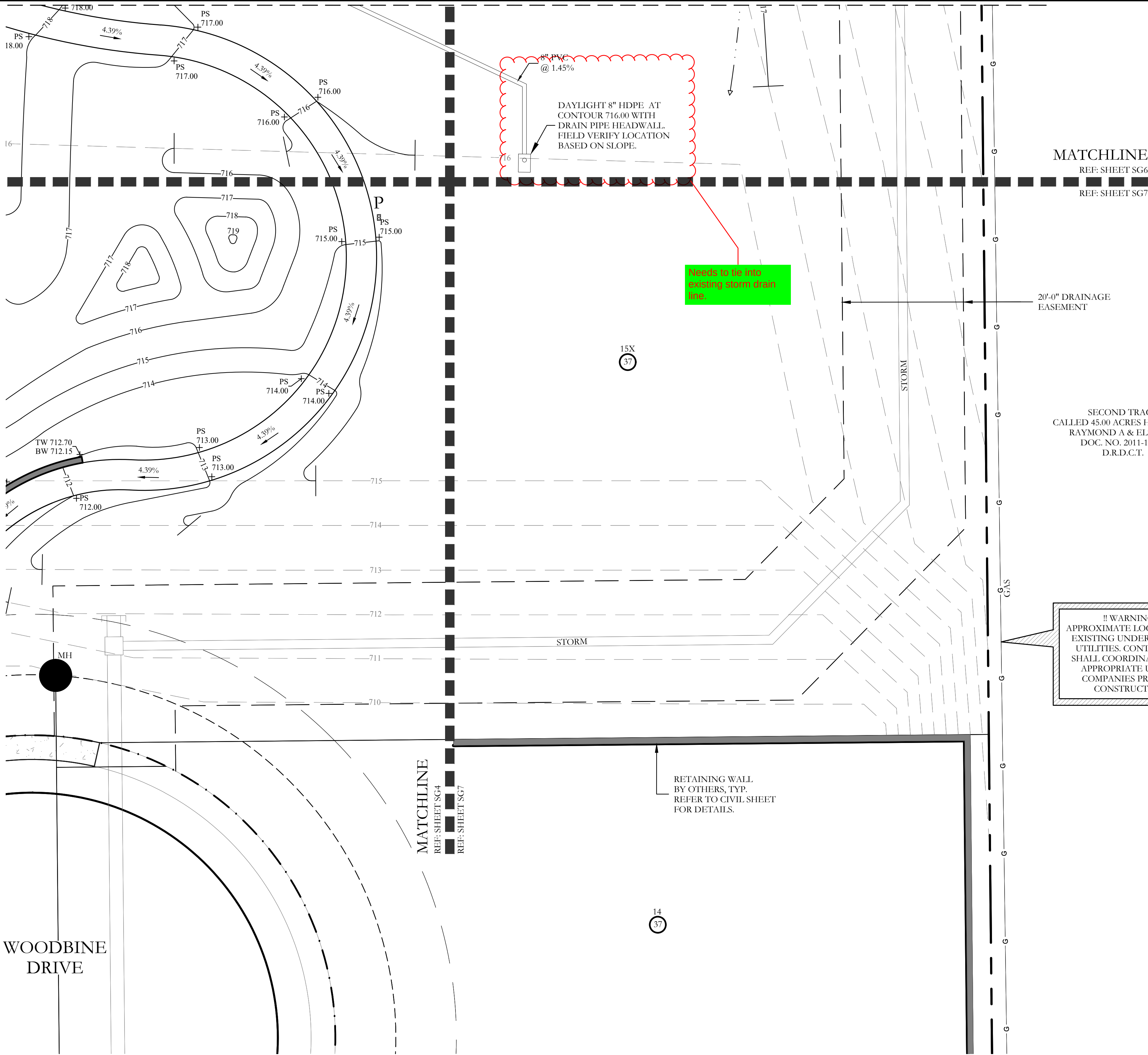


GRADING LEGEND		
PS 102.9 +	PROPOSED SIDEWALK SPOT ELEVATION	→ PROPOSED FLOW DIRECTION, 2% MAX. SLOPE IN ALL DIRECTIONS ON POOL DECK
TC 102.9 + BC 102.4	PROPOSED TOP AND BOTTOM OF CURB SPOT ELEVATION	===== PROPOSED DRAINAGE PVC OR HDPE REFER TO PLAN FOR SIZING
TR 102.9 +	PROPOSED TOP OF RAMP SPOT ELEVATION	● 12" DIA. DRAIN INLET. REFER TO DETAIL 1/SG2.
BR 102.9 +	PROPOSED BOTTOM OF RAMP SPOT ELEVATION	○ 4" DIA. SURFACE DRAIN IN CONCRETE DECK SYMBOL N.T.S FOR CLARITY. REFER TO DETAIL 2/SG2.
RIM 102.9 +	PROPOSED RIM ELEVATION OF AREA DRAIN	—— 726 —— PROPOSED CONTOUR
INV 102.9 +	PROPOSED BOTTOM OF DRAIN INLET SPOT ELEVATION	- - - 726 - - - EXISTING CONTOUR
FEE 102.9	PROPOSED FINISH FLOOR ELEVATION	- - - - - ADA HANDRAIL. REFER TO DETAIL SHEET 2/SG8.
→	PROPOSED FLOW LINE	===== 1'-6" MAX. H.T. STONE RETAINING WALL. REFER TO DETAIL SHEET 1/SG8.
○	PROPOSED DRAIN PIPE HEADWALL. REFER TO DETAIL 1/SG3.	

- ### GRADING NOTES
- TOP SOIL SHALL NOT BE REMOVED FROM RESIDENTIAL LOTS OR USED AS SPOIL, BUT SHALL BE STRIPPED AND REDISTRIBUTED SO AS TO PROVIDE AT LEAST SIX (6) INCHES OF COVER ON THE LOTS, PARKWAYS AND MEDIANS. PERMANENT EROSION CONTROL MEASURES SHALL BE PROVIDED THROUGHOUT THE DEVELOPMENT PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS.
 - TEMPORARY EROSION CONTROL SHALL BE USED TO MINIMIZE THE SPREAD OF SILT AND MUD FROM THE PROJECT ON TO EXISTING STREETS, ALLEYS, DRAINAGEWAYS AND PUBLIC AND PRIVATE PROPERTY. TEMPORARY EROSION CONTROLS MAY INCLUDE SILT FENCES, STRAW BALES, BERMS, DIKES, SWALES, STRIPS OF UNDISTURBED VEGETATION, CHECK DAMS AND OTHER METHODS AS REQUIRED BY THE CITY ADMINISTRATOR OR HIS REPRESENTATIVE AND AS SPECIFIED IN THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS CONSTRUCTION (N.C.T.C.O.G) BMP MANUAL.
 - ALL STREET RIGHTS-OF-WAY, REGARDLESS OF SLOPE; ALL FINISHED GRADE SLOPES THAT ARE STEEPER THAN 6:1; AND THE FLOW LINES OF ALL DRAINAGE DITCHES AND SWALES SHALL BE COMPLETELY COVERED WITH EROSION CONTROL MATTING AS SPECIFIED IN THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS CONSTRUCTION (N.C.T.C.O.G) BMP MANUAL.
 - GRASS SHALL BE ESTABLISHED ON THE SLOPES OF ALL DRAINAGE CHANNELS THAT ARE STEEPER THAN 6:1. GRASS SHALL MEET THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS OF THE TEXAS DEPARTMENT OF TRANSPORTATION.
 - ALL PERMEABLE SURFACES WITHIN THE DEVELOPMENT SHALL BE GRADED TO A SMOOTH AND UNIFORM APPEARANCE THAT CAN BE EASILY MOWED WITH A SMALL RESIDENTIAL RIDING LAWN MOWER.
 - COMPACTING AREA TO BE FILLED: AFTER THE AREA TO BE FILLED IS CLEARED AND SCARIFIED, THE SUBGRADE SOILS SHALL BE COMPACTED MECHANICALLY TO AT LEAST 95% OF STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D 698) AND AT A MOISTURE CONTENT WITHIN 3 PERCENTAGE POINTS OF THE MATERIAL'S OPTIMUM MOISTURE.
 - THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL TOPSOIL FOR CONSTRUCTION.
 - THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE AROUND AND DIRECTING DRAINAGE AWAY FROM THE BUILDING, POOL, AND PLAYGROUND AREA.
 - ALL SIDEWALK PAVING SHALL HAVE A MAXIMUM 5% LONGITUDINAL SLOPE WITH A MAX. 2% CROSS SLOPE IN ACCORDANCE WITH TEXAS ACCESSIBILITY STANDARDS (TAS). CONTRACTOR SHALL BE RESPONSIBLE FOR CONFORMING TO REQUIREMENTS.

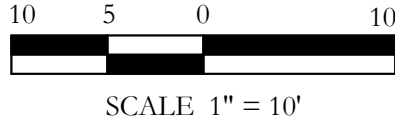
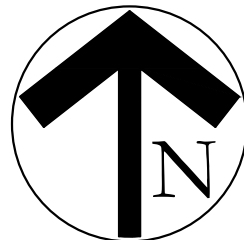


THE CONTRACTOR SHALL FIELD VERIFY THAT NO CROSS SLOPES FOR PEDESTRIAN PAVING EXCEED 2%.



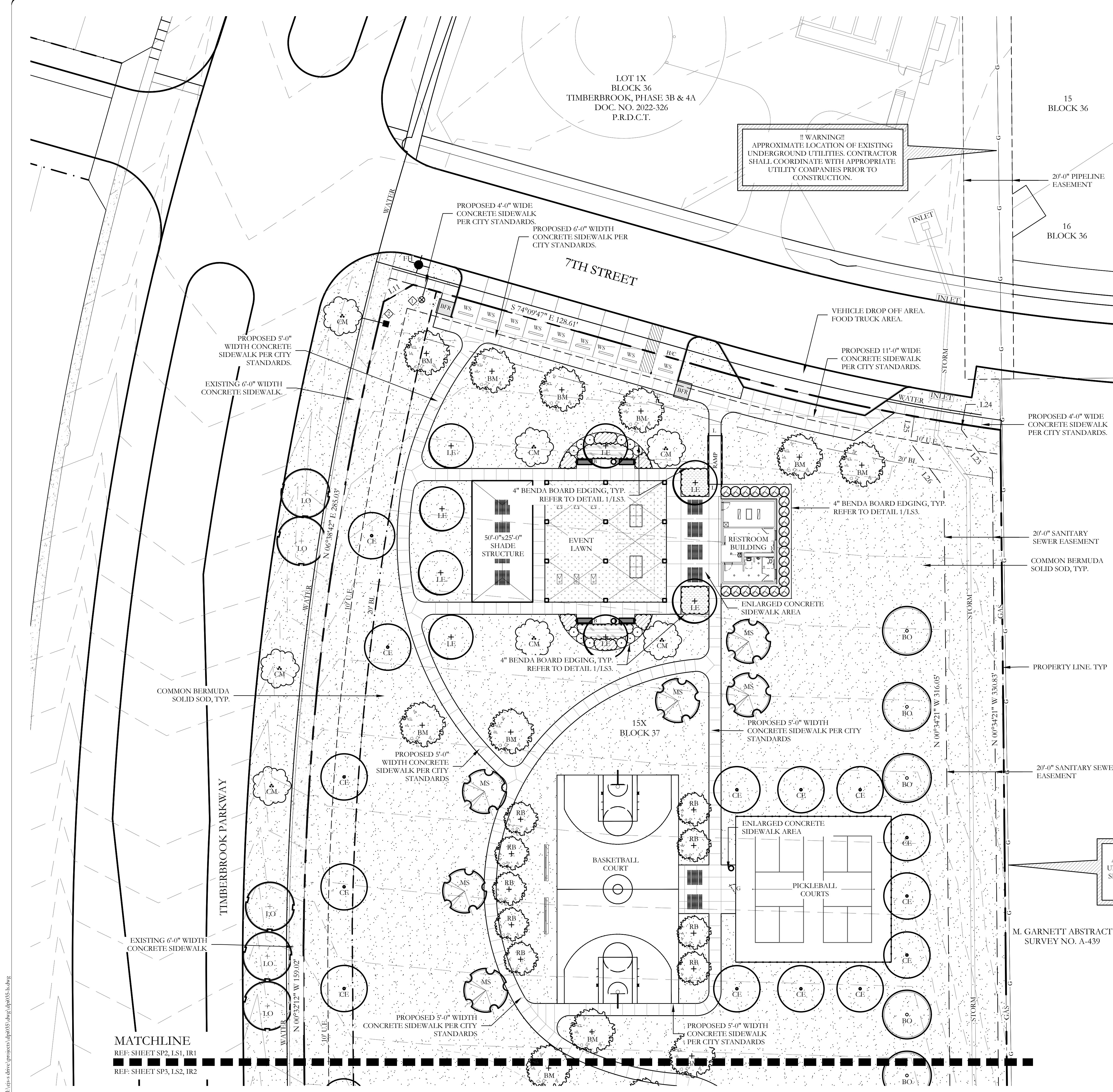
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RIM 102.9 +	PROPOSED RIM ELEVATION OF AREA DRAIN	—— 726 —— PROPOSED CONTOUR
INV 102.9 +	PROPOSED BOTTOM OF DRAIN INLET SPOT ELEVATION	- - - 726 - - - EXISTING CONTOUR
FEE 102.9	PROPOSED FINISH FLOOR ELEVATION	- - - - - ADA HANDRAIL. REFER TO DETAIL SHEET 2/SG8.
↔	PROPOSED FLOW LINE	———— 1'-6" MAX. H.T. STONE RETAINING WALL. REFER TO DETAIL SHEET 1/SG8.
□ ○	PROPOSED DRAIN PIPE HEADWALL. REFER TO DETAIL 1/SG3.	

- GRADING NOTES**
- TOP SOIL SHALL NOT BE REMOVED FROM RESIDENTIAL LOTS OR USED AS SPOIL, BUT SHALL BE STRIPPED AND REDISTRIBUTED SO AS TO PROVIDE AT LEAST SIX (6) INCHES OF COVER ON THE LOTS, PARKWAYS AND MEDIANS. PERMANENT EROSION CONTROL MEASURES SHALL BE PROVIDED THROUGHOUT THE DEVELOPMENT PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS.
 - TEMPORARY EROSION CONTROL SHALL BE USED TO MINIMIZE THE SPREAD OF SILT AND MUD FROM THE PROJECT ON TO EXISTING STREETS, ALLEYS, DRAINAGEWAYS AND PUBLIC AND PRIVATE PROPERTY. TEMPORARY EROSION CONTROLS MAY INCLUDE SILT FENCES, STRAW BALES, BERMS, DIKES, SWALES, STRIPS OF UNDISTURBED VEGETATION, CHECK DAMS AND OTHER METHODS AS REQUIRED BY THE CITY ADMINISTRATOR OR HIS REPRESENTATIVE AND AS SPECIFIED IN THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS CONSTRUCTION (N.C.T.C.O.G) BMP MANUAL.
 - ALL STREET RIGHTS-OF-WAY, REGARDLESS OF SLOPE; ALL FINISHED GRADE SLOPES THAT ARE STEEPER THAN 6:1; AND THE FLOW LINES OF ALL DRAINAGE DITCHES AND SWALES SHALL BE COMPLETELY COVERED WITH EROSION CONTROL MATTING AS SPECIFIED IN THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS CONSTRUCTION (N.C.T.C.O.G) BMP MANUAL.
 - GRASS SHALL BE ESTABLISHED ON THE SLOPES OF ALL DRAINAGE CHANNELS THAT ARE STEEPER THAN 6:1. GRASS SHALL MEET THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS OF THE TEXAS DEPARTMENT OF TRANSPORTATION.
 - ALL PERMEABLE SURFACES WITHIN THE DEVELOPMENT SHALL BE GRADED TO A SMOOTH AND UNIFORM APPEARANCE THAT CAN BE EASILY MOWED WITH A SMALL RESIDENTIAL RIDING LAWN MOWER.
 - COMPACTING AREA TO BE FILLED: AFTER THE AREA TO BE FILLED IS CLEARED AND SCARIFIED, THE SUBGRADE SOILS SHALL BE COMPACTED MECHANICALLY TO AT LEAST 95% OF STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D 698) AND AT A MOISTURE CONTENT WITHIN 3 PERCENTAGE POINTS OF THE MATERIAL'S OPTIMUM MOISTURE.
 - THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL TOPSOIL FOR CONSTRUCTION.
 - THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE AROUND AND DIRECTING DRAINAGE AWAY FROM THE BUILDING, POOL, AND PLAYGROUND AREA.
 - ALL SIDEWALK PAVING SHALL HAVE A MAXIMUM 5% LONGITUDINAL SLOPE WITH A MAX. 2% CROSS SLOPE IN ACCORDANCE WITH TEXAS ACCESSIBILITY STANDARDS (TAS). CONTRACTOR SHALL BE RESPONSIBLE FOR CONFORMING TO REQUIREMENTS.



THE CONTRACTOR SHALL FIELD VERIFY THAT NO CROSS SLOPES FOR PEDESTRIAN PAVING EXCEED 2%.

I:\GIS\c:\drive\projects\dp0153\dwg\dp0153-ld.dwg



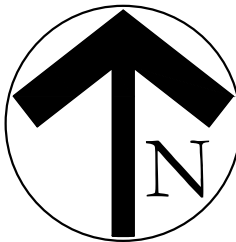
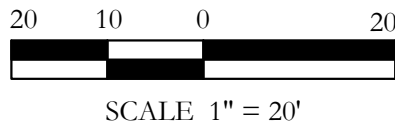
PLANT LEGEND					
SYMBOL	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	SPACING
	LO	LIVE OAK	QUERCUS VIRGINIANA	3" CALIPER	AS SHOWN
	BO	BUR OAK	QUERCUS MACROCARPA	3" CALIPER	AS SHOWN
	BM	BIG TOOTH MAPLE	ACER GRANDIDENTATUM	3" CALIPER	AS SHOWN
	LE	LACEBARK ELM	ULMUS PARVIFOLIA	3" CALIPER	AS SHOWN
	CE	CEDAR ELM	ULMUS CRASSIFOLIA	3" CALIPER	AS SHOWN
	MS	MEXICAN SYCAMORE	PLATANUS MEXICANA	3" CALIPER	AS SHOWN
	RB	TEXAS REDBUD	CERCIS CANADENSIS VAR. TEXENSIS	2" CALIPER	AS SHOWN
	CM	DYNAMITE RED CRAPE MYRTLE	LAGERSTROEMIA INDICA 'WHIT II'	2" CALIPER	AS SHOWN
		SPANISH DAGGER YUCCA	YUCCA ROSTRATA	7 GALLON	48" O.C.
		TEXAS DWARF PALMETTO	SABAL MINOR	7 GALLON	48" O.C.
		DWARF FOUNTAIN GRASS	PENNISETUM ALOPECUROIDES 'HAMELN'	1 GALLON	18" O.C.
		AUTUMN SAGE	SALVIA GREGGII	1 GALLON	18" O.C.
		MEXICAN FEATHER GRASS	NASSELLA TENUISSIMA	1 GALLON	18" O.C.
		COMMON BERMUDA GRASS	CYNODON DACTYLON	SOLID SOD	

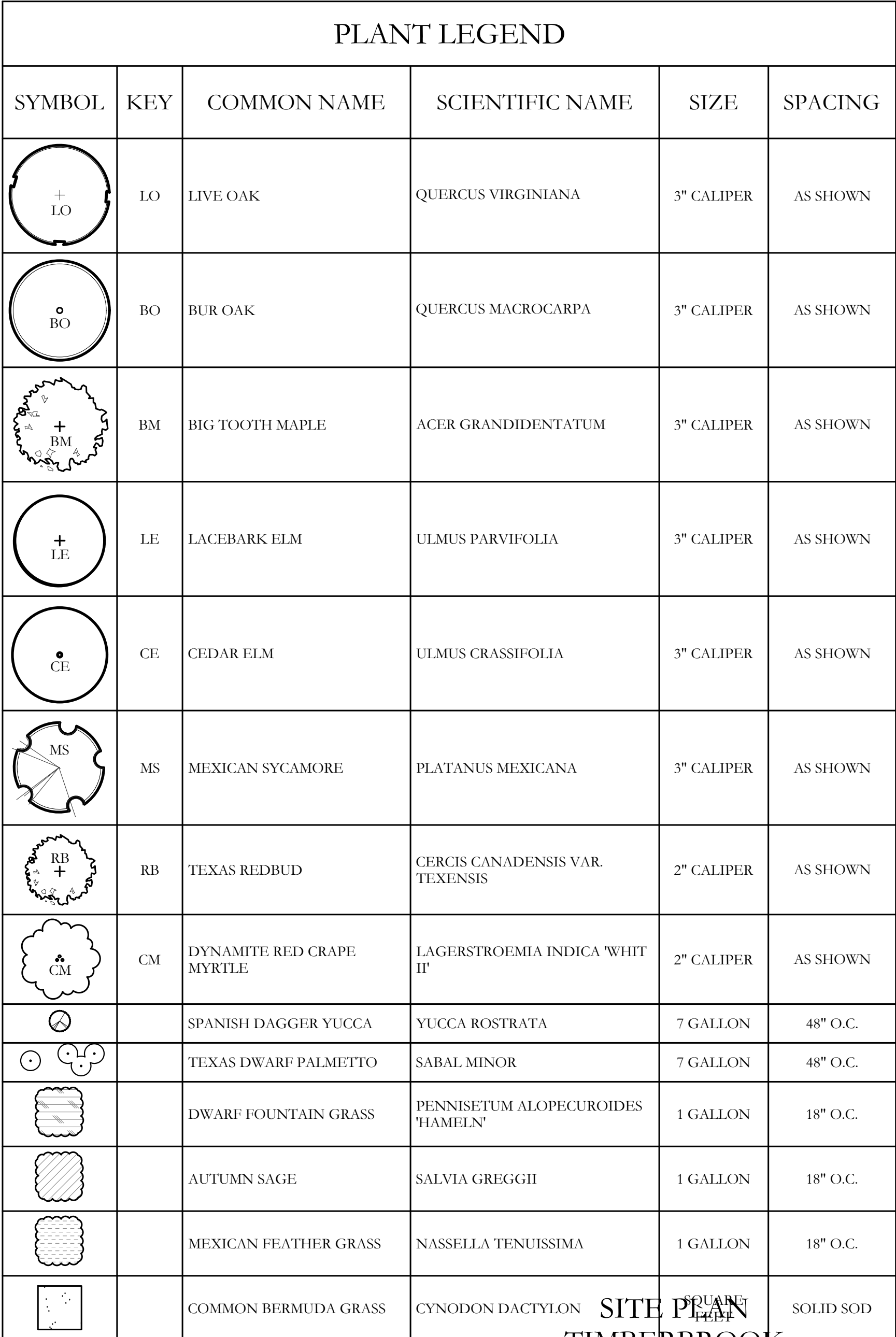
SITE PLAN
TIMBERBROOK
PHASE 6
HOA OPEN SPACE LOT 15X
BLOCK 37
~AMENITY CENTER~

BEING 2.706 ACRES OUT OF THE
M. GARNETT SURVEY
ABSTRACT NO. 439
CITY OF JUSTIN, DENTON COUNTY, TEXAS

OWNER / DEVELOPER:
BLOOMFIELD HOMES, LP
1050 E. HWY 114, SUITE 210
SOUTHLAKE, TEXAS 76092
PH. 817-416-1572
CONTACT: CURT MILLWARD

LANDSCAPE ARCHITECT:
JOHNSON VOLK CONSULTING
704 CENTRAL PARKWAY EAST, SUITE 1200
PLANO, TEXAS 75074
PH. 972-201-3100
CONTACT: CODY JOHNSON, RLA, ASLA, LI

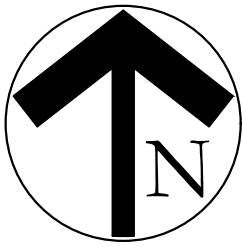
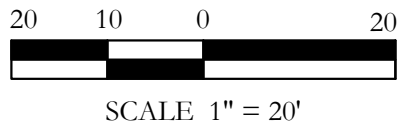




BEING 2.706 ACRES OUT OF THE
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ABSTRACT NO. 439
CITY OF JUSTIN, DENTON COUNTY, TEXAS

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PH. 972-201-3100
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SCALE:

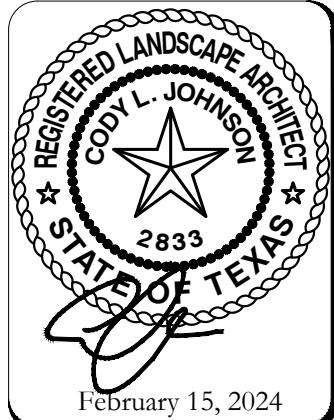
One Inch

JVC No DPI035

LS2 of 3

TIMBERBROOK
PHASE 6
CITY OF JUSTIN
DENTON COUNTY, TEXAS

AMENITY CENTER FACILITY
LANDSCAPE PLAN

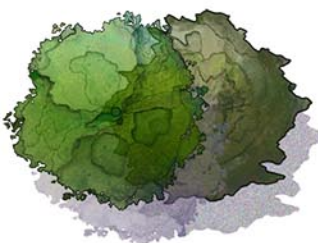




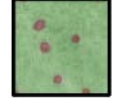
SECOND TRACT
CALLED 45.00 ACRES
HADDOCK, RAYMOND A &
ELSIE LOU
DOC. NO. 2011-19529
D.R.D.C.

CALLOUTS LEGEND:

- | | |
|--|---|
| (A) 25' x 50' SHADE STRUCTURE | (H) DECOMPOSED GRANITE AMPHITHEATER |
| (B) RESTROOM BUILDING (+/- 500 SQ. FT.) | (I) LAWN AMPHITHEATER |
| (C) CONCRETE DINING PLAZA | (J) OPEN PLAY AREA |
| (D) ARTIFICIAL TURF GRASS EVENT LAWN WITH (2) PING PONG TABLES AND (3) CORNHOLE STATIONS | (K) CONCRETE SIDEWALK |
| (E) "THE HILL" | (L) HEAD-IN PARKING (18 PARKING STALLS) |
| (F) BASKETBALL COURT | (M) |
| (G) GAME BENCH | (N) DOUBLE PICKLEBALL COURT |



3" CALIPER SHADE TREE;
SPECIES TBD.



SHRUB AND
GROUND COVER BED.



NORTH

SCALE: 1" = 20'-0"

TIMBERBROOK PHASE 6 / POCKET PARK CONCEPT PLAN

City of Justin, Denton County, Texas

SHEET 1 OF 1
Owner Submittal 06-02-2025

**JOHNSON VOLK
CONSULTING**

TBPELS Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

RESOLUTION NO. 699-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, REGARDING THE DONATION OF PARKLAND BY BLOOMFIELD HOMES.

WHEREAS, Bloomfield Homes is considering donating 2.7 acres of parkland to the City of Justin, with the developer constructing the park and transferring ownership to the city upon completion; and

WHEREAS, the City Council approved a Developer's Agreement with Bloomfield Homes in 2016, which allowed the development of Timberbrook and designated a 2.7-acre parcel for municipal use; and

WHEREAS, the proposed park will include amenities such as a 200-seat amphitheater, two pickleball courts, a basketball court, a 25' x 50' covered pavilion, concrete ping pong tables, concrete cornhole setups, parking spots, food truck parking, and electrical infrastructure, with approximately sixty trees to be planted at no cost to the City; and

WHEREAS, the donation aligns with the recent residential survey where residents identified more amenities and parks as a high priority; and

WHEREAS, the Parks Board recommended approval of this donation on June 11, 2024, with the condition that construction plans be presented for approval to the City Council after review by the Parks Board; and

WHEREAS, staff will employ third-party assistance for park maintenance as needed, while handling mowing and basic lawn care, with an estimated annual cost of \$8,000; and

WHEREAS, acceptance of this donation will enhance recreational opportunities in Justin and support the city's goals of providing quality public spaces for its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. That all provisions of the Resolutions of the City of Justin, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolutions of the City not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 2. This Resolution shall take effect immediately upon its passage and attached as "Exhibit" A

DULY PASSED by the City Council of the City of Justin, Texas, on the 8th day of August 2024.



APPROVED:

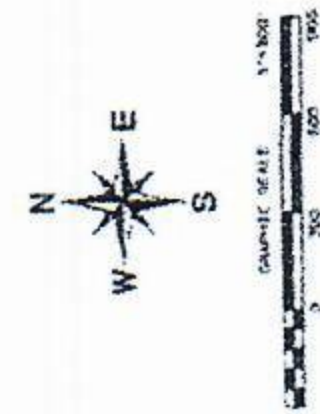
James Clark
James Clark, Mayor

ATTEST:

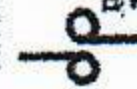
Amy Piukana
Amy Piukana, City Secretary

APPROVED AS TO FORM:

YMAR
City Attorney



DESIGNED BY:



DOUGLAS PROPERTIES, INC.
2409 AVE K
SUITE 100
PLANO, TX 75074
972-422-1638

PREPARED BY:

GOODWIN
MARSHALL &

CIVIL ENGINEERS - PLANNERS - SURVEYORS
1408 Main Street, Suite 200, Dallas, TX 75201
Phone: (214) 259-4373
CONTACT: JASON S. WHITNEY, P.E.

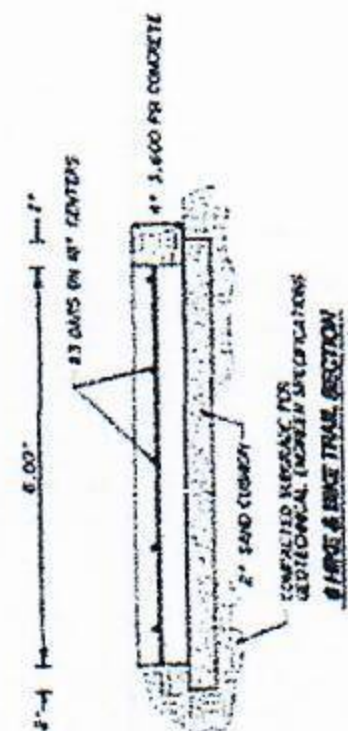
HIKE & BIKE TRAIL INFRASTRUCTURE
IMPROVEMENTS

FOR

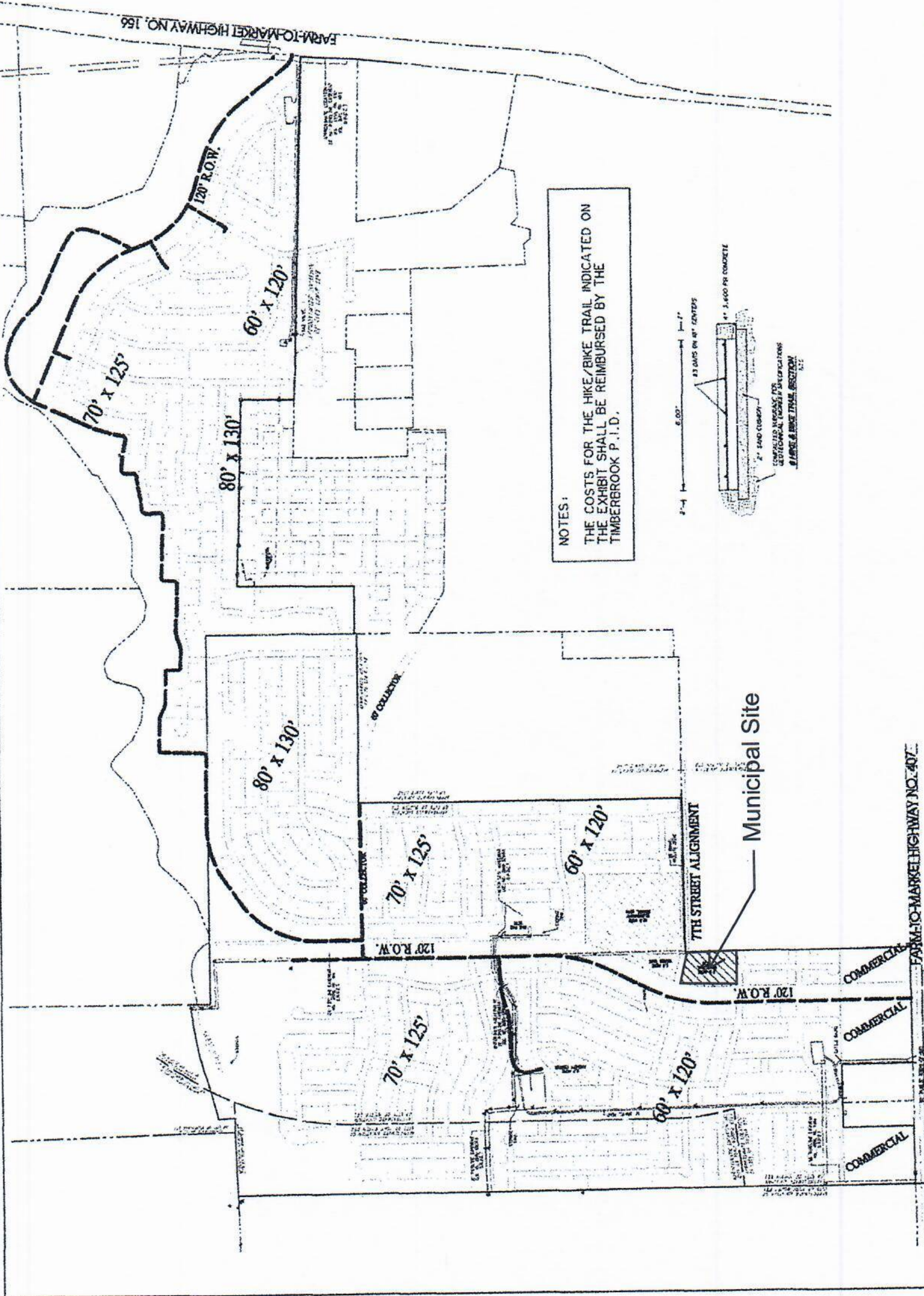
TIMBERBROOK

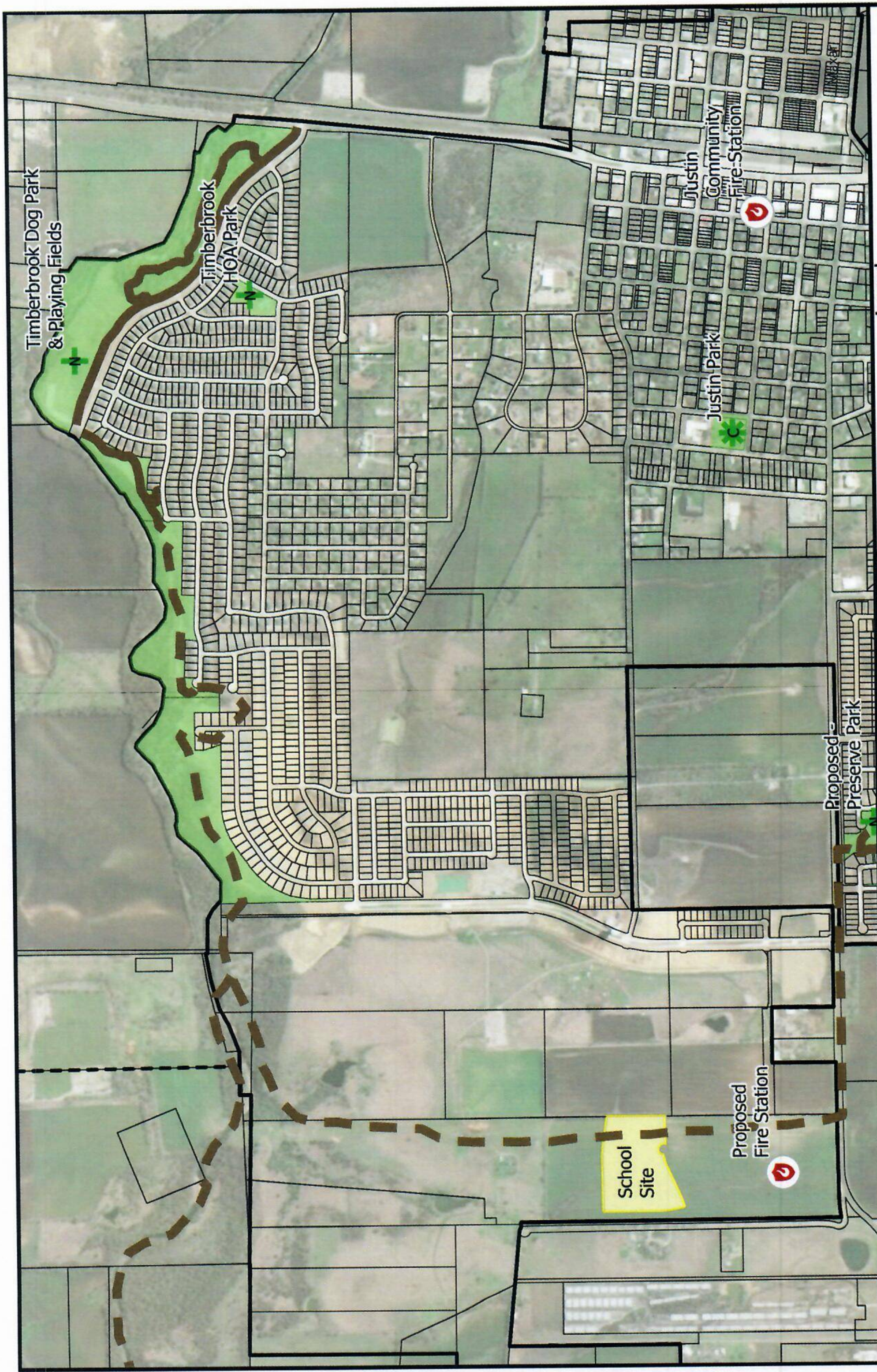
SITUATED IN THE
CITY OF FUSTIN, DARTON COUNTY, TEXAS
APRIL, 2016

NOTES:
THE COSTS FOR THE HIKE/BIKE TRAIL INDICATED ON
THE EXHIBIT SHALL BE REIMBURSED BY THE
TIMBERBROOK P.I.D.



Municipal Site





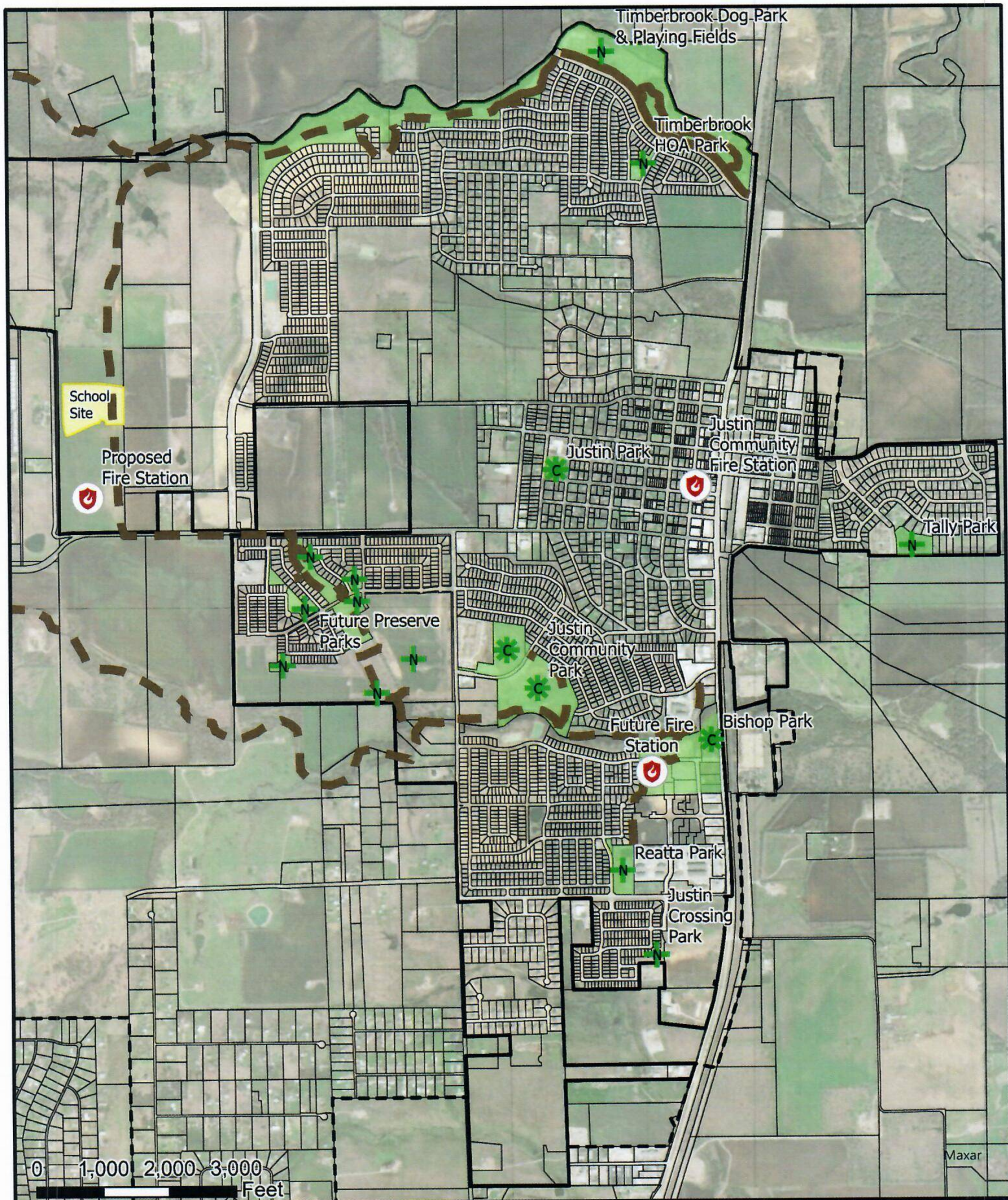
Parks, Trails, & Services Timberbrook Area City of Justin, TX



Prepared by:
 Christopher T. Young
 GIS Technician
 Date: 6/05/2024

Legend

- Justin City Limits
- Justin ETJ
- Parcels
- Existing Trail
- Proposed Trail
- Justin Elementary Site
- Parks/Open Space
- Fire Stations
- Community Park
- Neighborhood Park



Legend

- Justin City Limits
- Justin Elementary Site
- Community Park
- Justin ETJ
- Parks/Open Space
- Neighborhood Park
- Existing Trail
- Fire Stations
- Proposed Trail



Parks, Trails, & Services City of Justin, TX

Prepared by:
Christopher T. Young
GIS Technician
Date: 6/05/2024



TRAIL SYSTEM



DOG PARK



TRAIL SYSTEM



COMMUNITY BOOK SHARE



ENTRY MONUMENT



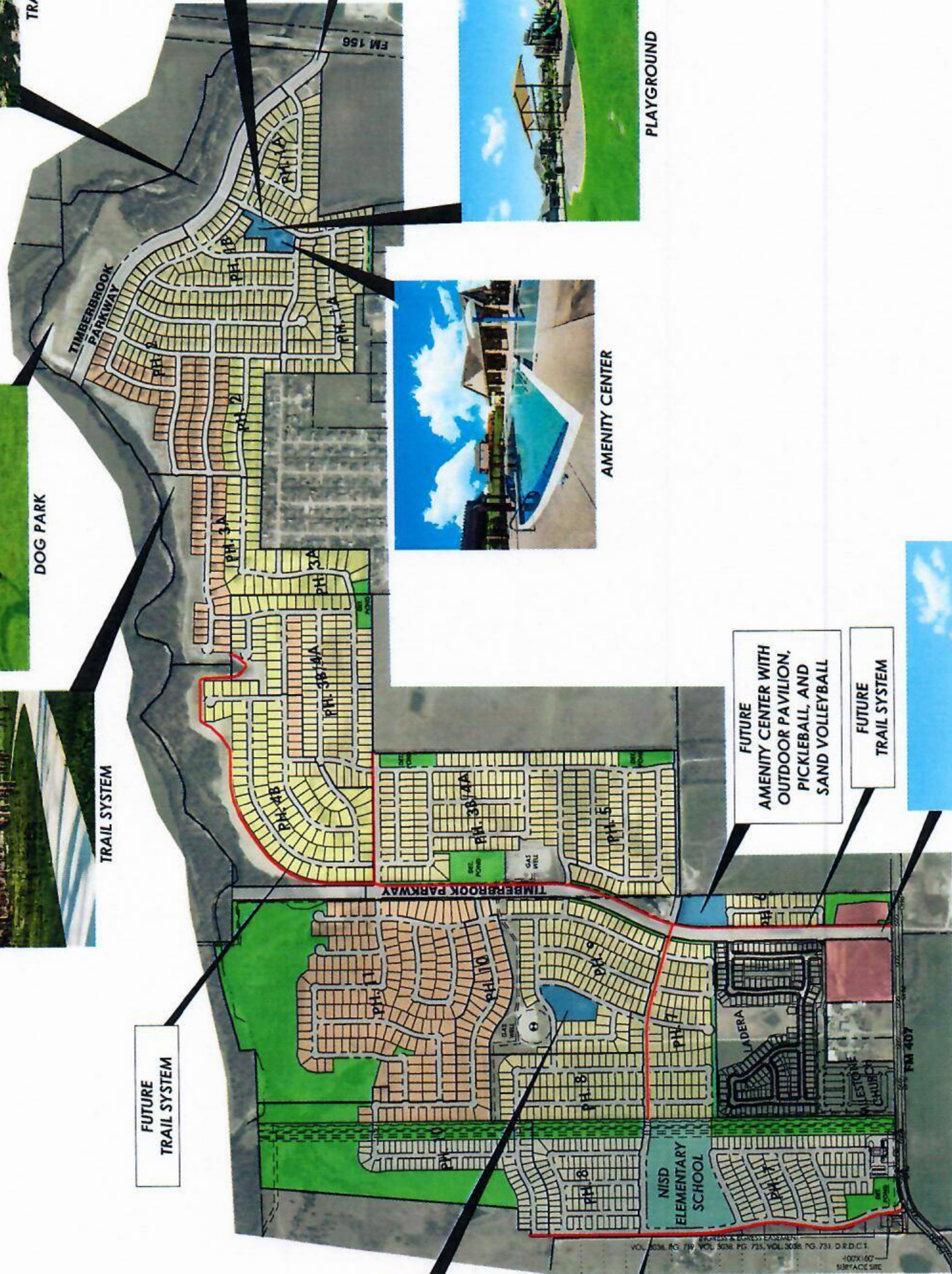
PLAYGROUND



AMENITY CENTER



ENTRY MONUMENT



TIMBERBROOK AMENITIES LOCATED IN CITY OF JUSTIN, DENTON COUNTY, TEXAS September, 2023

DEVELOPER:
**BLOOMFIELD
HOMES, LP**
1050 E. HWY 114, SUITE 210
SOUTH LAKE, TX 76092
(817) 416-1572

PREPARED BY:
GMcivil
Engineering & Surveying
2500 SW Corporate Pkwy, Suite 100, Fort Worth, TX 76104
Tel: (817) 416-1572 | Fax: (817) 416-1573



SECOND TRACT
CALLED 45.00 ACRES
HADDOCK, RAYMOND A &
ELSIE LOU
DOC. NO. 2011-19529
D.R.D.C.

CALLOUTS LEGEND:

- | | |
|--|--|
| (A) 25' x 50' SHADE STRUCTURE | (H) CONCRETE AMPHITHEATER STAGE |
| (B) RESTROOM BUILDING (+/- 500 SQ. FT.) | (I) LAWN AMPHITHEATER |
| (C) CONCRETE DINING PLAZA | (J) OPEN PLAY AREA |
| (D) ARTIFICIAL TURF GRASS EVENT LAWN WITH (2) PING PONG TABLES AND (3) CORNHOLE STATIONS | (K) CONCRETE SIDEWALK |
| (E) "THE HILL" | (L) HEAD-IN PARKING (9 PARKING STALLS) |
| (F) BASKETBALL COURT | (M) FOOD TRUCK PARALLEL PARKING (2 PARKING STALLS) |
| (G) GAME BENCH | (N) DOUBLE PICKLEBALL COURT |



3' CALIPER SHADE TREE, SPECIES TBD.



SHRUB AND GROUNDCOVER BED.



SCALE: 1" = 20'-0"

TIMBERBROOK PHASE 6 / POCKET PARK CONCEPT PLAN

City of Justin, Denton County, Texas

SHEET 1 OF 1
Owner: Submittal 3-9-2024



JOHNSON VOLK CONSULTING

JDPELS Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

EXHIBIT G MISCELLANEOUS CONDITIONS

Gas Wells

Must be set back at least 150 feet from existing well heads, homes and parks, and screened in compliance with the City's ordinances.

Park Land, Hike & Bike Trails

Owner shall offer park land for dedication in the final plat to the City in accordance with the City's park dedication requirements in effect as of the Effective Date and the Owner's development plan, in the Owner's sole discretion. Concrete hike and bike trails shall be installed at a width of 6' in the flood plain and flood way. The concrete hike and bike trails shall be paid for with Assessments on the Property within the PIDs to the extent allowed by law.

Screening

Owner shall, at Owner's sole discretion, install a 6-foot high masonry screening wall or wrought iron fence with living screen where lots back to a roadway, with a 4-foot sidewalk. Lots which back onto park land shall provide a decorative iron fence of uniform design.

Development Fees

Pay all development fees including but not limited to: Zoning Fees, Plat Review Fees, Plan Review Fees, residential construction fees and inspection fees.

Municipal Site

Dedicate 2.8 Acres for a municipal site and 1.4 Acres for a water tower site. The land that is dedicated shall be agreed to by the City. The school site shall be negotiated with the Northwest Independent School District.

RESOLUTION NO. 763-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, APPROVING THE FINAL CONSTRUCTION PLANS FOR PETERSON PARK, CONSISTENT WITH RESOLUTION NO. 699-24, WHICH ACCEPTED THE DONATION OF PARKLAND FROM BLOOMFIELD HOMES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 8, 2024, the City Council of the City of Justin adopted Resolution No. 699-24, accepting the donation of a 2.7-acre parcel from Bloomfield Homes for the development of a new public park, now known as Peterson Park; and

WHEREAS, Resolution No. 699-24 stipulated that final construction plans for the park would be subject to review and recommendation by the Parks and Recreation Advisory Board and require final approval by the City Council; and

WHEREAS, the donated parcel is located on the east side of Timberbrook Parkway at 7th Street, just north of FM 407, and was originally designated for a future fire station site; and

WHEREAS, the park is to be developed at no cost to the City and will include a wide range of community amenities, such as:

- A building with storage and restroom facilities
- A basketball court
- Pickleball courts, ping-pong tables, and corn hole on all-weather surfaces
- An open-air amphitheater with lawn seating for approximately 200 people
- Visitor parking with designated food truck spaces and electrical service
- Trails and passive open space for community enjoyment; and

WHEREAS, to encourage public input, the City requested that the draft concept plan be posted to the Timberbrook HOA website for member feedback; and

WHEREAS, the Parks and Recreation Advisory Board recommended approval of the conceptual plan on **June 14, 2024**, with the condition that final construction plans be returned to the Board for review; and

WHEREAS, the developer submitted construction plans to City staff in **December 2024**, which were reviewed through the Development Review Committee process on **January 3, 2025**; and

WHEREAS, on **May 13, 2025**, the Parks and Recreation Advisory Board reviewed the final construction plans and unanimously recommended approval to the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. The findings set forth above are true and correct and are incorporated herein in their entirety.

SECTION 2. That the City Council hereby approves the final construction plans for **Peterson Park**, as submitted by Bloomfield Homes and reviewed by the Parks and Recreation Advisory Board in accordance with **Resolution No. 699-24**.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

DULY PASSED by the City Council of the City of Justin, Texas, on the 26th day of June 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
June 26, 2025
415 N. COLLEGE AVE.

Agenda Item: 2. (ACTION ITEMS)

Title: Consider approving Resolution 766-25 appointing a Denco Area 9-1-1 Board of Managers;
and take appropriate action

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

City Administration recommends the City Council appoint a member and approve Resolution 766-25, as presented.

Background:

The Denco Area 9-1-1 District has requested municipalities to appoint a representative to the district board of managers for a two-year term beginning October 1, 2025. The following are the Denco nominees:

1. John Smith, Jr. - nominated by the City of The Colony, Town of Hickory Creek and Town of Shady Shores; and
2. Steve Southwell - nominated by the City of Lewisville

The Denco Area 9-1-1 District requests that each municipality vote for either John Smith or Steve Southwell. These nominations are due by 5 p.m. on July 31, 2025. Resumes are provided, as attached.

City Attorney Review: No

Attachments:

1. Denco Area 9-1-1 District Board of Managers Voting Packet
2. Res 766-25 Denco 911 Nominee



Denco Area 9-1-1 District

1075 Princeton Street ▪ Lewisville, TX 75067

Phone: 972-221-0911 ▪ Fax: 972-420-0709 ▪ Denco.ORG

TO: Denco Area 9-1-1 District Participating Municipal Jurisdictions

FROM: Greg Ballentine, Executive Director

DATE: June 2, 2025

RE: Appointment to the Denco Area 9-1-1 District Board of Managers

On April 1, 2025, the Denco Area 9-1-1 District requested municipalities to nominate a representative to the district board of managers for the two-year term beginning October 1, 2025. Denco received the following nominations by the May 30, 2025 deadline:

<u>Nominee</u>	<u>City/Town Making Nomination</u>
John Smith, Jr.	City of The Colony Town of Hickory Creek Town of Shady Shores
Steve Southwell	City of Lewisville
Sue Tejml	City of Oak Point Town of Copper Canyon

Sue Tejml has withdrawn from consideration due to mobility challenges and requests that her name be removed from the ballot.

The Denco Area 9-1-1 District requests that each municipality vote for either John Smith or Steve Southwell and advise the district of its selection by **5 p.m. on July 31, 2025**. No votes will be accepted after that time. If a nominating municipality does not formally vote, it's nomination will automatically count as a vote for its nominee. Please send a copy of the resolution recording council action. We have provided candidate resumes and a list of current Denco board members.

Please send a copy of your council's official action to the Denco Area 9-1-1 District, 1075 Princeton Street, Lewisville, TX 75067 or to Melinda Camp at melinda.camp@denco.org. We will acknowledge receipt of all votes.

Thank you for your assistance in this matter.

Contact

john.smith@hickorycreek-tx.gov

www.linkedin.com/in/jmsmithjr
(LinkedIn)

Top Skills

Strategic Planning

Proven Leadership

Community Partnership
Development

John M. Smith Jr

Town Manager | Executive Director of Economic Development Corporation
Hickory Creek, TX

Public Service Experience

Town of Hickory Creek

- Town Manager May 2015 - Present
- Executive Director of Economic Development Corporation May 2015 – Present
- Mayor 2006-2015
- Councilmember 2002-2006

Professional Experience

- Peterbilt Motors
- Home Interior and Gifts
- United Parcel Service

Certifications

- Certified Public Manager
- Code Enforcement Officer
- Stormwater Inspector

Community Involvement

- Lake Dallas Independent School District Educational Improvement Committee.
- North Central Texas Economic Development District Board.
- Boy Scouts of America – Eagle Scout

Education

Dallas Baptist University, Bachelor of Science

Steve Southwell

Principal Consultant | Civic Leader | U.S. Marine Corps Veteran

Contact: steve@lewisvilleparkalliance.org 214-280-6439 -

995 Downey Dr., Lewisville TX 75067

Stephen "Steve" Southwell is a Principal Consultant with Progress Software Corporation, where he brings over 25 years of experience specializing in secure, transactional online database systems. His career has focused on designing and maintaining systems that are highly reliable, scalable, and resilient — with particular emphasis on performance, maintainability, and, above all, security. He has supported critical IT infrastructure for clients across sectors such as telecommunications, healthcare, insurance, manufacturing, and financial services.



Steve began his career in 1996 as a software developer working with the Progress (now OpenEdge) platform and has grown into a trusted technical advisor, contributing to open-source projects and leading modernization initiatives. With more than two decades of continuous service through the evolution of firms like Turnaround Computing, BravePoint, and Thomson Reuters, Steve's expertise lies in building systems that organizations depend on when precision and uptime are non-negotiable.

A Lewisville resident since 1999, Steve has a long record of local public service. He has been appointed to numerous city boards, including the Arts Advisory Board, Oil and Gas Advisory Board (Chairman), Vision 2025 Committee, and three terms on the Charter Review Commission. He served on the Blue Ribbon Bond Committee, which received the 2024 Spirit of Lewisville Award for its work on major city investment initiatives.

His civic engagement also includes education and neighborhood advocacy. Steve served on several Lewisville ISD committees, including the Strategic Design Committee, and was a board member of the Central Park Area Neighbors Association, helping negotiate mineral rights for hundreds of households. From 2015 to 2018, he published the *Lewisville Texan Journal*, an award-winning newspaper focused on civic transparency and local accountability.

Steve holds a Bachelor of Business Administration from the University of North Texas and served in the U.S. Marine Corps Reserve from 1989 to 1995, attaining the rank of Sergeant as a tank mechanic. He is a graduate of the Lewisville Citizen Police and Citizen Fire Academies and currently serves as treasurer on the board of Lewisville Park Alliance, a nonprofit that supports the city's park system and provides educational and recreational access to local youth. He also volunteers with Keep Lewisville Beautiful, where his wife Jennifer is a board member.

A firm believer in servant leadership, Steve values transparent, accountable, and fiscally responsible government. He promotes a nonpartisan, cooperative approach to civic leadership, where differing viewpoints are welcomed and unified under shared goals.

Steve and his wife of 30 years, Jennifer, raised their two sons in Lewisville. In his free time, he enjoys amateur radio, motorcycles, and walking the city's trail system. He plays cornet in the Old Town Brass community band.

Denco Area 9-1-1 District Board of Managers FY2025

Bill Lawrence, Chairman

- Appointed by Denton County Commissioners Court
- Member since October 2006
- Term expires September 2025
- Former Mayor of Highland Village
- Businessman, Highland Village

Sue Tejml, Vice Chair

- Appointed by member cities in Denton County
- Member since 2013
- Term expires September 2025
- Former Mayor of Copper Canyon
- Attorney at Law, Copper Canyon

Jim Carter, Secretary

- Appointed by member cities in Denton County
- Member since October 2014
- Term expires September 2026
- Former President of Emergency Services District #1
- Former Mayor of Trophy Club and Denton County Commissioner

Jason Cole

- Appointed by Denton County Commissioners Court
- Member since October 2020
- Term expires September 2026
- Businessman, Denton

Chief Eric Schlotter

- Appointed by the Denton County Fire Chiefs Association
- Member since October 2024
- Term expires September 2025
- Fire Chief, City of Aubrey

All voting members serve two-year terms and are eligible for re-appointment.

RESOLUTION NO. 766-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, NOMINATES AND VOTES (___) AS A REPRESENTATIVE FOR THE DENCO AREA 9-1-1 BOARD OF MANAGERS.

WHEREAS, the City of Justin, Texas ("City") is a member of the DENCO Area 9-1-1 District Board of Managers; and

WHEREAS, the City Council shall nominate and vote for a member as a representative for the DENCO Area 9-1-1 District Board of Managers; and

WHEREAS, the City Council wishes to nominate and vote for (____) to serve a two-year term effective October 1, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, THAT:

SECTION 1. One. Findings. The City Council hereby nominates and votes (___) to serve as the City of Justin representative to the DENCO Area 9-1-1 Board of Managers for a term of two years, effective October 1, 2025.

SECTION 2. Approval. That all provisions of the Resolutions of the City of Justin, Texas in conflict with the provisions of this Resolution are hereby repealed.

SECTION 3. Authorization. That this Resolution shall take effect immediately from and after its passage and it is accordingly so resolved. .

DULY PASSED by the City Council of the City of Justin, Texas, on the 8th day of May 2025.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney